

## **CHAPTER 406**

### **STORAGE**

#### **A. STORAGE-IN-TRANSIT (SIT)**

1. General. The TO may use SIT when necessary to meet the member's requirements. Although SIT normally is used at destination when a shipment arrives before the member has established a delivery address, it also may be used at origin or at an intermediate point when considered by the TO to be in the best interest of both the member and the government. The carrier should use the carrier's DOD-approved agent facility located nearest the destination city or installation shown in Block 18 of the PPGBL. The carrier shall use the DOD-approved facility located within the destination TO's AOR, except when authorization is granted by the destination TO. SIT and related charges will be based on the DOD-approved facility nearest the destination city or installation of the shipment. Nearest available carrier's agent DOD-approved storage facility is defined as follows: That carrier's agent facility which has DOD-approval, has space for the shipment, and is accepting DOD traffic from the carrier. If the agent refuses to accept a shipment, i.e., because of the carrier's refusal to provide a waiver and/or due to the carrier's poor payment history, the agent's facility will be considered "available" for purpose of determining charges irrespective of which destination warehouse the carrier uses. NTS at origin may not be converted to SIT at origin unless a PPGBL is issued, an inventory is prepared, and a carrier takes physical possession of the property.

#### **2. SIT Period.**

a. SIT for DOD civilian employees may not exceed 90 days, unless additional storage is authorized in accordance with the JTR, para C8001-B2.

b. SIT for military members may not exceed 90 days unless additional storage is authorized in accordance with the JFTR, para U5375-B2&3.

c. When SIT is extended beyond the first 90 days, the TO shall notify the carrier of the extension and the projected termination date. A copy of DD Form 1857 (Figure 406-1), Temporary Commercial Storage at Government Expense, or inbound arrival/expiration notice letter, if automated (Figure 406-2), will be provided to the carrier for each extended 90-day period. When a shipment remains in storage beyond the SIT entitlement period, carrier liability shall terminate at midnight of the last day of the SIT period, the PPGBL character of the shipment shall cease and the warehouse shall become the final destination of the shipment. At this time, the warehouseman shall become the agent for the property owner and the shipment becomes subject to the rules, regulations, charges, and liability of the warehouseman. Members will be advised of the requirement to procure their own insurance during this period of storage. The TO may maintain the PPGBL character of the shipment in SIT and recoup the excess storage cost from the

member upon delivery. The member is entitled to delivery at government expense in either case.

3. Prevention of Unnecessary SIT. The TO shall make every effort to prevent unnecessary use of SIT. The destination TO shall establish a file (either electronic or hard copy) for inbound personnel.

4. Procedures at Destination. When the carrier notifies the destination TO of a shipment's arrival, the TO shall attempt to contact the member or the member's agent at the designated point of contact. If the member has not reported to the destination TO or the TO is unable to contact the member or the member's agent, the TO shall instruct the carrier to place the shipment in SIT. In these cases, the TO may not direct the carrier to attempt delivery at the member's residence. Disposition instructions will be provided to carrier prior to expiration of free waiting time for domestic shipments (Item 115, Domestic Personal Property Rate Solicitation), and within specified time period for international shipments (Item 435, 436, International Personal Property Rate Solicitation).

5. Record of Authorized SIT. The TO shall maintain a separate control log (either electronically or hard copy) for recording all SIT authorizations. The log shall contain as a minimum, the following information: SIT control number, member's name, code of service, storage location, and the dates ordered into and out of SIT. A copy of DD Form 619-1 authorizing the SIT will be retained.

6. SIT for Split Shipments. If a shipment arrives at destination as a split shipment and the member is unavailable to receive any portion, SIT may be authorized separately on each portion. The TO shall issue a separate SIT control number for each portion of the split shipment. The carrier shall be required to obtain a separate weight ticket and separate SIT control number for each portion of the split shipment. The cost of weighing each portion shall be borne by the carrier. The government will not pay the minimum weight as applicable to storage.

7. SIT Control Number. Upon ordering a shipment into SIT, the TO shall furnish the carrier a SIT control number. The seven-digit SIT control number is constructed as follows:

a. The first position is the last digit of the year in which the shipment enters SIT (for example, if the shipment is placed in SIT during calendar year 1994, the first digit will be 4).

b. The second, third, and fourth positions are the Julian Date the shipment enters SIT, e.g., if the shipment is placed in SIT on November 9 (Julian Date 313) the second, third, and fourth digits will be 313.

c. The last three digits shall indicate the numerical sequence of the shipments entering SIT for that day; e.g., if the shipment is the eleventh shipment placed in SIT on that day, the last three digits will be 011.

d. As described above, the SIT control number for the eleventh shipment placed in SIT on November 9, 1994, is 4313011.

8. Delivery Out of SIT.

a. When ready to accept the shipment, the member shall contact the destination TO and request delivery to the destination residence.

b. The carrier will prepare a DD Form 619-1 for billing purposes. The DD Form 619-1 shall include all accessorial services incidental to the delivery of the shipment. The carrier will return the completed DD Form 619-1 to the destination TO. The destination TO will verify and sign the form, keeping one copy in the permanent shipment file. If loss or damage is discovered in a shipment delivered from SIT, the member or member's agent shall record the loss/damage on DD Form 1840/1840R.

c. The destination TO will order long deliveries out of SIT by preparing a "Certificate for Delivery from SIT" (See para 405.G2 and Figure 405-5).

d. Partial withdrawals will consist only of complete cartons or item numbers on the inventory. Request for partial withdrawals should be made at the time of counseling and indicated to the carrier or carrier's agent at the time of packing, when possible. The inventory item number will be furnished by the member to the TO, who will, in turn, order the service. Certification of the DD Form 619-1 by the destination TO is required. The member, member's agent, or TO representative shall have the right to be present at the carrier's facility during the sorting of the property. The carrier will deliver property; however, the member has the option of picking up the property from the warehouse. The carrier is responsible for obtaining the weight of the portion withdrawn.

**B. RESPONSIBILITIES FOR NON-TEMPORARY STORAGE (NTS)**

1. MTMC Overseas Components and Overseas Commanders. Although NTS is restricted to warehouse facilities located within CONUS, MTMC overseas components and overseas commanders should develop contingency plans to use government warehouses for storage in the event of civil unrest, national emergencies, etc.

2. MTMC Deployment Support Command. MTMC Deployment Support Command commander is responsible for the administration of the NTS program.

3. Ordering officers shall:

- a. Acquire all required services for the storage of HHG in both government and commercial facilities.
- b. Cite the appropriate funds for payment of the services ordered and process invoices for payment.
- c. Maintain all documents relating to each storage lot.
- d. Provide copies of SIT storage inspections conducted independently to the appropriate RSMO contracting officer, when inspections reveal discrepancies at a facility approved for storage.
- e. Serve as the point of contact for the member on all matters concerning the storage of HHG.
- f. Immediately notify the appropriate RSMO when the contractor is unable to locate a lot in storage.
- g. Recoup excess costs from the member, in accordance with applicable military service guidelines or regulations, when the weight in storage is in excess of the JFTR allowance.
- h. Terminate all NTS at government expense for storage beyond the authorized storage period and advise the contractor to bill the member for future storage costs. The TO, through the appropriate Service headquarters, may continue to pay for the NTS until delivery of property. In this instance the member will reimburse the government for the cost of storage beyond their entitlement.
- i. Authorize continued storage at government expense when travel and transportation entitlements of retired members have been extended. The member subsequently should reimburse the government for storage costs.

4. **Installation Commanders.** Installation commanders are responsible for periodically inspecting all government-owned storage facilities under their jurisdiction used for the storage of DOD-sponsored personal property shipments. Such inspections shall be performed under direction of military service headquarters and shall be recorded on DD Form 1811 and DD Form 1812. Before approval by the installation commander, TO personnel shall conduct an inspection of the government-owned facilities.

### **C. NTS PROCEDURES - ORDERING OFFICERS**

1. **General.** The available low-cost, qualified storage facility shall be used for NTS, regardless of its location. When an ordering officer has BOAs available that offer facilities outside the installation's area of responsibility, awards will not be limited to facilities within the area of responsibility. Use Figure 406-3, Storage Facility Rates, to



make a cost comparison when determining whether to use commercial or government facilities.

2. Determining the Low-Cost Contractor. The ordering officer shall use Items I, II, III, IV, V, and VI of the DD Form 1162-1, Schedule of Services and Rates for Household Goods, (Figure 406-4) to determine the low-cost contractor. Item II shall be used only when upright wardrobe services are required. Item V, storage costs, will be projected over the estimated storage period for each lot.

3. Attempted Pickup or Delivery. If the member or member's agent is not available at the residence when the contractor attempts to pick up or deliver on the date specified on DD Form 1164, Service Order for Personal Property, (Figure 406-5), the contractor shall be paid the drayage rate per DD Form 1162-1 on a 500-pound minimum (weight) shipment for attempted pickups and the actual shipment weight for attempted deliveries.

4. Acquisition of Commercial Storage Services. Contractors shall be contacted in the order of their BOA rates (from lowest to highest), even though they may be located outside the installation's area of responsibility. The storage lot shall be offered to the first contractor that can perform the services at the time they are required. A contractor will not be contacted if written notice that services cannot be provided has been received from that contractor. When two or more contractors have equal rates, the ordering officer shall offer lots to those contractors on a fair and equitable basis. When other than the low-cost contractor is used, all copies of the DD Form 1164, except the copy furnished to the contractor, shall be annotated "Low-Cost Contractor Unable to Handle," and the ordering officers' contract file shall contain a list of the contractors refusing the lot with the reasons for refusal.

5. Member Preference for Contractor. Member's choice of contractor is prohibited unless the contractor-requested cost is the same or no more than the lowest offer. The rules governing the requirements of the BOA and FAR require orders be issued to the lowest offer. The government has no authority to enter into three-party contracts between itself, the NTS Contractor, and the member.

6. Service Order for Household Goods, DD Form 1164 (Figure 406-5).

a. Upon the contractor's acceptance of the offer of a lot, the ordering officer shall request the contractor to provide a lot number and prepare DD Form 1164. A separate DD Form 1164 will be prepared for each HHG lot. Service orders shall be executed only by ordering officers having specific authority to issue such orders. Orders for services shall be furnished to the contractor before the date on which the services are to be performed. DD Form 1164 is self-explanatory except for the following items:

(1) Block 3.b, Federal Agency. Enter two-digit alpha code depicting federal agency identity; e.g., DF--Department of Air Force, DA--Department of Army.

(2) Block 3.c, Appropriation Identify. Identifies code designation, assigned locally by each activity.

(3) Block 3.g, Lot Number. Enter lot number furnished by the contractor.

(4) Block 3.i, Estimated Storage Period. Enter estimated storage time, in months. This varies from case-to-case depending on entitlement circumstances and applies to new accounts being placed in storage.

(5) Block 3.i, Pick-Up Date (YYMMDD). Enter the date on which the requested services are to begin. Date shall be constructed as follows: last two digits of the year, the first three letters of the month, and the day of the month; e.g., for September 30, 1990 the code would be "90SEP30."

(6) Block 4, Services Ordered. Enter rates from the appropriate DD Form 1162-1 only for those services being authorized. Item VI, Handling-Out, which must be used in making cost comparisons, will not be included on the initial DD Form 1164. To facilitate subsequent ordering-out action, the applicable rate for Handling-Out (Item VI) may be annotated on the copy retained in the storage file. When crating of HHG is required for safe transportation and storage, the remarks section, Block 6, shall be annotated to show approval granted by the ordering officer.

(7) Block 6 (Remark Section). When firearms are to be included in the storage lot, the statement, "This NTS Lot Contains Firearms," will be annotated on the DD Form 1164. Temporary storage at origin not to exceed number of days authorized unless extended by proper authority.

b. Distribution of DD Form 1164.

(1) Original copy shall be sent to the appropriate DFAS.

(2) One copy shall remain with the contractor and shall be annotated, "Duplicate Original."

(3) One copy, indicating the actual weight and storage location, shall be provided to the member or the overseas Civilian Personnel Officer upon request or when the state of the storage changes, i.e., transfer agreement, termination of storage, conversion to member's expense, etc.

(4) One copy indicating the actual weight and storage location shall be provided to the responsible RSMO contracting officer within 5 working days of the date on which the actual weight is received from the contractor.

(5) One copy shall be provided to the uniform service finance office.

c. Supplemental Service Orders.

(1) Supplemental DD Form 1164s shall be issued to authorize services, such as renewal or removal of a lot in storage or annual renewal of the fiscal year fund citation for the following fiscal year, for those lots remaining in storage after September 30. Renewals may be authorized by written notice to the contractor, such as manifest-type listings.

(2) When it is known prior to ordering services that part of a member's property will remain in storage while another part will be withdrawn within a short period of time, each part will be considered a separate lot and a separate DD Form 1164 shall be issued for each lot. When a member requests, and is entitled to, partial removal from a lot stored under a single DD Form 1164, a supplemental DD Form 1164 shall be issued for handling-out services to permit removal of the desired goods from the lot and for handling-in of that portion to be returned to storage. Partial removals will consist of only complete cartons or item numbers as listed on the inventory.

7. Warehouse Receipts. Each lot of HHG stored in a commercial facility shall be covered by a separate, nonnegotiable warehouse receipt. The contractor shall issue the warehouse receipt in the name of the member, in accordance with the terms of the BOA. The contractor shall mail, or otherwise deliver, the original and one copy of the warehouse receipt to the ordering officer. When the inventory is used as part of the warehouse receipt, a copy of the inventory may be attached to the original warehouse receipt. The use of a combination inventory-warehouse receipt form is acceptable if the document contains all of the information required by applicable laws and the BOA. When a combination inventory-warehouse receipt is used, the original copy shall be furnished to the ordering officer and a legible copy retained by the contractor.

8. Storage Outside an Installation's Area of Responsibility. When a lot is placed in storage outside an installation's area of responsibility, the ordering officer placing the lot in storage shall retain the storage account and all paperwork until application for shipment is received.

9. Removal from NTS. Whenever a lot, or part of a lot, is to be removed from storage, the ordering officer shall sign and return the original warehouse receipt to the contractor, along with the DD Form 1164 specifying the services to be performed. A copy of the warehouse receipt shall be retained for the ordering officer's files. Whenever part of a lot is removed from storage and part is to remain, the ordering officer shall obtain a new or revised warehouse receipt from the contractor for that portion remaining in storage. The NTS contractor shall be given a minimum five (5) work days notice prior to release of shipment.

10. Removal When Storage is Outside the Installation's Area of Responsibility. When a lot is placed in storage outside an installation's area of responsibility, the ordering

officer placing the lot in storage shall retain all paperwork and the storage account until the member's application for shipment is received. The ordering officer shall make arrangements with the contractor for release of the goods from storage. The member's application for shipment shall be forwarded to the TO having responsibility for the area in which the goods are stored. The gaining TO shall arrange for shipment of the goods and shall coordinate with the ordering officer, as required.

11. Local Delivery Reweigh Procedures. If a pattern of weight variance is detected in the weight of line-haul shipments moving out of a particular warehouse, the TO shall initiate local reweigh procedures.

a. The ordering officer shall negotiate a rate with the storage contractor not to exceed the current rate factors of the government rate tender (GRT) or military rate tender (MRT). When requesting local reweigh, cost comparisons shall be accomplished to ensure use of lowest rate or price available.

b. Local delivery reweigh requests shall be annotated on the DD Form 1164. It is recommended the TO or the TOs representative witness the reweigh to support any collection action involved for either party. A witnessed reweigh will aid the RSMO contracting officer in the event of disputes as well as in monitoring performance.

c. The ordering officer may request the contractor to use government scales for local reweigh when available and when reweigh will not cause delay to the contractor. If the contractor is required to use government scales and excess mileage is involved, the government may be liable for an extra charge since the terms of the original agreement have been modified.

d. One weight ticket is necessary when a lot is ordered out of NTS locally and when delivery is within the scope of the agreement. When there is a 200-pound variance (higher or lower), an additional weight ticket is required. This provision will not apply if weight discrepancies are due to missing items from a shipment that were a part of the weight at original pickup.

12. Storage Difficulties. Before the normal shipping season, the ordering officer shall notify the RSMO contracting officer of any actual or anticipated problems in obtaining commercial storage space. An information copy of such notice shall be provided to the MTMC Deployment Support Command. Problems that cannot be resolved by the RSMO contracting officer shall be forwarded for resolution to HQ MTMC.

13. Processing NTS for Personnel Assigned PCS Overseas and Notification of Member Pending Expiration of Entitlements and Conversion of Lots to Member's Expense.

a. Upon receipt of an application for NTS, the TO shall enter the estimated storage entitlement expiration date on the DD Form 1299, Block 13. This date shall be determined by adding the tour length to the reporting month cited in the orders. (Exception: Flag officers have no set tour length; however, since 48 months is a common period for assignment, 48 months shall be added to the month the property is placed in storage and entered in Block 13 of the DD Form 1299.)

b. Not later than 45 days before the first day of the month when the NTS entitlement is due to expire (as noted in Block 13 of the DD Form 1299), the TO shall notify the member by certified letter of the impending NTS entitlement expiration. A suspense date shall be established for return of information and a suspense file maintained.

c. The notification shall include:

(1) Date storage entitlement will expire.

(2) Suspense date for return of information.

(3) Net weight of HHG in storage chargeable to member's JFTR/JTR weight allowance.

(4) Storage company's name, address, service order number, and lot number.

(5) Statement that the member is to reply by the suspense date whether continued storage is required. The new PCS order, personnel action, or extension document; copy of separation order; or letter explaining the member's status shall be provided. DOD civilian employees shall provide correspondence from their civilian personnel office containing the new fiscal year fund citation for continued storage. Also state, if the member fails to return the letter to the TO advising of his or her status before the date NTS entitlement is due to expire, the government's responsibility for control and payment for NTS shall be terminated and the lot converted to a commercial account in the member's name at his or her expense. He or she shall then be responsible directly to the commercial contractor for storage costs.

d. If the certified letter notice is not returned with appropriate notations by the established suspense date, the TO shall contact the applicable military service personnel locator office to make a final attempt to locate the member. When all notification and locator efforts have failed the TO shall take necessary steps to convert the lot to the member's or employee's expense.

#### **D. LOSS AND DAMAGE IN NONTEMPORARY STORAGE (NTS)**

1. General. This subsection prescribes procedures to be followed by contracting and ordering officers when incidents of loss or damage of stored HHG occur.

2. Loss/Damage or Erroneous Shipments. If the contractor is unable to locate a lot or portion of a lot in storage, the TO and/or ordering officer shall notify contracting officer/RSMO who shall ensure the contractor is taking action to locate any missing items and collect information for contract interpretation which might be needed in the event of claims processing.

3. Missing Items. When missing items subsequently are found to be in the possession of the contractor, the contractor shall forward the items to the member by the mode of transportation selected by the ordering officer offering the least amount of delay. The contractor shall be responsible for any shipping charges in excess of the original cost had the delay not occurred.

4. Delivery of Wrong Items. If a contractor inadvertently ships or delivers wrong items, the contractor is liable for all excess costs associated with the return. The contractor shall select the mode of transportation offering the least amount of delay. Compensation to the contractor will not be more than the original cost.

5. Lost or Stolen Privately-Owned Firearms (POF). If a POF is lost or stolen while under the control of the warehouse, the RSMO shall determine whether the firearm was stored in accordance with the preaward survey guidelines and whether the loss was due to negligence of the warehouse. The failure of a contractor to report promptly a lost or stolen firearm shall result in the issuance of a cure notice by the RSMO contracting officer.

6. Contracting Officer's Procedures. Upon becoming aware of loss or damage to stored HHG due to fire, flood, or similar causes, the contracting officer, in coordination with the appropriate ordering officers, shall:

- a. Arrange immediately for a joint inspection of the damage.
- b. Direct the contractor to unpack and dry the goods, if necessary, and prepare a detailed report of loss or damage to each lot, by article or package, as listed on the warehouse receipt or inventory form.
- c. Monitor closely the contractor's performance to ensure that:
  - (1) The contractor's responsibility is discharged properly.
  - (2) The property is protected from further loss or damage.
  - (3) The contractor maintains detailed records of all services performed and materials used that are to be paid for by the government.

(4) The contractor promptly dries, cleans, and repacks all of the items that are handled during the rework process.

(5) The contractor's security measures will protect the goods from pilferage.

d. Request that the ordering officers engage a third party if the contractor does not have the capability to provide the required services.

e. Determine the contractor's liability under the terms of the BOA. All available means, including assistance from ordering officers and qualified organizations, shall be used in determining liability. The contracting officer shall prepare a report of each case in accordance with Chapter 410, paragraph D.

7. Ordering Officer's Procedures. Upon completion of the inspection of loss or damage, the ordering officers shall, as appropriate:

a. Direct the contractor to perform services such as laundering, dry cleaning, and oiling finished surfaces, if such actions are required to prevent further damage to, or deterioration of, the affected goods. Reconditioning of property, such as recovering upholstered pieces and refinishing finished articles, may not be performed as part of the services to prevent further damage or deterioration.

b. Inform the contractor of the method to be used in determining the new weight of lots when items have been lost or destroyed. When the new weight has been determined, the ordering officer shall issue a Service Order for Household Goods, DD Form 1164.

c. Advise the member in writing of any loss or damage to the member's goods.

d. Furnish the responsible RSMO contracting officer a copy of the report to the member.

e. Obtain the consent of the member or the member's authorized agent before ordering the disposal of any damaged goods. Upon receipt of consent, the ordering officer shall direct the contractor in the disposal of irreparably damaged goods.

8. Payment for Services. The unpacking, drying, and cleaning of damaged goods and preparation of the report of loss or damage shall be performed by the contractor at no cost to the government. All other services performed, such as dry cleaning, laundering, repacking, and handling-in, when ordered by the ordering officer, shall be paid for by the government at no cost to the contractor until ultimate liability for the loss or damage is determined. Payment for these services shall be made from the appropriation cited for payment of the storage charges.

9. Payment for Repacking of Shipments Released from Non-Temporary Storage.

a. Shipments packed for placement in NTS may not be repacked at government expense in preparation for line-haul movement without specific authorization from the origin TO. The origin TO shall authorize repacking at government expense only when it is determined to be necessary to protect the shipment from damage in transit to the final destination.

b. The TO may not authorize repacking at government expense when there is evidence that deterioration of the original packing occurred while the shipment was in the possession of the storage contractor. Repacking to correct packing deterioration occurring during storage is the responsibility of the storage contractor and shall be accomplished at no expense to the government. Conflicts in this area shall be referred by the TO to the responsible RSMO contracting officer for resolution.

c. The line-haul carrier will not be liable for preexisting damage noted on the storage inventory or exceptions noted at the time of pickup. The carrier shall be liable for concealed damage. To be released from liability, the burden of proof shall be on the carrier to show that loss or damage resulted before receipt of property by the line-haul carrier.



TEMPORARY COMMERCIAL STORAGE AT GOVERNMENT EXPENSE											
PRIVACY ACT STATEMENT											
<p><b>AUTHORITY:</b> Title 37, US Code 406; Title 5, US Code 5726; and EO 9397, November 1943 (SSN).</p> <p><b>PRINCIPAL PURPOSE(S):</b> To obtain certification from the member as to why temporary storage in addition to 90 days is required.</p> <p><b>ROUTINE USE(S):</b> The data obtained on this form is used by the installation transportation officer to determine whether or not the member is entitled to additional temporary storage after the initial 90 days.</p> <p><b>DISCLOSURE:</b> Voluntary, however, unless disclosed, member will not be authorized additional storage.</p>											
SECTION I - AUTHORIZATION FOR STORAGE AFTER THE FIRST 90 DAYS											
<p style="text-align: center;">Reference Paragraph U5375-B2, JFTR</p> <p>When, because of conditions beyond the control of the member, household goods in temporary storage at Government expense cannot be withdrawn during the first 90 days, additional storage for not more than an additional 90 days may be authorized in advance or subsequently approved by the transportation officer or such other officer as the service may designate.</p>											
SECTION II - MEMBER'S STATEMENT OF FACTS											
<p>1. ADDITIONAL TEMPORARY STORAGE OF MY HOUSEHOLD GOODS IS NECESSARY, DUE TO CONDITIONS BEYOND MY CONTROL. THESE CONDITIONS ARE (X all that apply)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px;">a. SERIOUS ILLNESS OF THE MEMBER</td> <td style="width: 50%; padding: 5px;">e. NONAVAILABILITY OF SUITABLE CIVILIAN HOUSING</td> </tr> <tr> <td style="padding: 5px;">b. SERIOUS ILLNESS OR DEATH OF A DEPENDENT</td> <td style="padding: 5px;">f. AWAITING COMPLETION OF RESIDENCE UNDER CONSTRUCTION</td> </tr> <tr> <td style="padding: 5px;">c. IMPENDING ASSIGNMENT TO GOVERNMENT QUARTERS</td> <td style="padding: 5px;">g. OTHER REASON (Specify)</td> </tr> <tr> <td style="padding: 5px;">d. DIRECTED TEMPORARY DUTY AFTER ARRIVAL AT PERMANENT DUTY STATION</td> <td></td> </tr> </table>				a. SERIOUS ILLNESS OF THE MEMBER	e. NONAVAILABILITY OF SUITABLE CIVILIAN HOUSING	b. SERIOUS ILLNESS OR DEATH OF A DEPENDENT	f. AWAITING COMPLETION OF RESIDENCE UNDER CONSTRUCTION	c. IMPENDING ASSIGNMENT TO GOVERNMENT QUARTERS	g. OTHER REASON (Specify)	d. DIRECTED TEMPORARY DUTY AFTER ARRIVAL AT PERMANENT DUTY STATION	
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d. DIRECTED TEMPORARY DUTY AFTER ARRIVAL AT PERMANENT DUTY STATION											
2. MEMBER INFORMATION											
a. NAME (Last, First, Middle Initial)	b. RANK	c. SOCIAL SECURITY NUMBER									
d. SIGNATURE		e. DATE SIGNED (YYYYMMDD)									
SECTION III - APPROVAL											
3. INSTALLATION NAME	4. INSTALLATION ADDRESS (Include Zip Code)	5. DATE APPROVED (YYYYMMDD)									
6. APPROVAL FOR AN ADDITIONAL 90 DAYS STORAGE IS GRANTED IN ACCORDANCE WITH PARAGRAPH U5375-B2, JFTR, DUE TO CONDITIONS CITED ABOVE.											
7. I CERTIFY THAT GOVERNMENT STORAGE FACILITIES ARE NOT AVAILABLE AT THIS INSTALLATION AND THAT COMMERCIAL STORAGE IS AUTHORIZED FOR A PERIOD <u>NOT TO EXCEED 90 DAYS</u> .											
8. ALL STORAGE AUTHORIZATION WILL EXPIRE ON (YYYYMMDD)											
<p>Generally, Government claims coverage also expires that date. If you choose to keep your property in storage beyond that date, at your expense, it is recommended that you obtain private insurance coverage during that period. In addition, any claim against the Government for loss or damage to personal property pursuant to authorized Government storage must be filed within two years from the expiration date of authorized storage.</p>											
9a. APPLICABLE SPECIAL ORDER	b. PARAGRAPH	c. HEADQUARTERS	d. DATED (YYYYMMDD)								
e. ACCOUNTING CLASSIFICATION											
10. TRANSPORTATION OFFICER INFORMATION											
a. NAME (Last, First, Middle Initial)	b. RANK										
c. TITLE	d. SIGNATURE										

DD FORM 1857, SEP 1998 (EG)

PREVIOUS EDITION IS OBSOLETE.

Figure 406-1. DD Form 1857, Temporary Commercial Storage at Government Expense.

## STORAGE FACILITY RATES

Service	Government Storage	Commercial Storage (Basic Ordering Agreement)
Packing and protection as required by and incident to drayage and storage.	Per local packing and crating contract.	Item I and II. Schedule of Services and Rates and Household Goods (DD Form 1162-1).
Pickup of personal property at location, inventory, marking, tagging, loading, drayage or linehaul to warehouse, and there unloading onto warehouse platform.	Local contract and/or prevailing local commercial drayage rates. (If linehaul is involved, drayage may not be applicable and MRT or tariff rates apply.)	Item III, DD Form 1162-1. (If linehaul is involved, MRT or tariff rates apply.)
Handling-in, labor, and equipment required to place personal property in storage from warehouse platform; wrapping for storage which is in addition to that required for drayage to contractor or government warehouse; and preservation of items for and during storage.	Costs	Item IV, DD Form 1162-1.
Total storage cost for entire storage period.	Space rate factor.	Item V, DD Form 1162-1.
Handling-in, labor, and equipment required to remove personal property from storage and place onto warehouse platform, per local packing and crating contract.	Costs.	Item VI, DD Form 1162-1.

**Figure 406-2.** Storage Facility Rates.

SCHEDULE OF SERVICES AND RATES FOR HOUSEHOLD GOODS															
<b>Rates listed in this schedule shall be inclusive of all charges for labor, materials, vans and equipment and incidental facilities and services necessary for the performing of the storage and related services specified in this schedule. All services to be performed under this schedule should be in accordance with requirements for services for storage of household goods. All service orders are subject to a minimum weight of 500 pounds.</b>															
1. BASIC ORDERING AGREEMENT NUMBER	2. MODIFICATION NUMBER	3. EFFECTIVE DATE (YYYYMMDD)													
4. SERVICE PERFORMED															
a. TITLE	b. DESCRIPTION	c. RATE													
(1) ITEM I PACKING	Packing and protection as required by and incident to drayage, marking, tagging and inventorying for storage. (Includes flat wardrobe cartons) (Rate per cwt.)	\$													
(2) ITEM II SPECIAL SERVICE	(a) Wardrobes: Upright wardrobes with minimum 18 inch bar. (Cost each) (b) Inventory of high value items as declared by the member or his agent. (Cost per inventoried carton)	\$													
(3) ITEM III DRAYAGE	Pickup at location, loading, weighing, drayage to warehouse and unloading onto warehouse platform. (Rate per cwt.) <table border="1" style="float: right; margin-top: 10px;"> <tr><th style="text-align: center;">ZONE</th></tr> <tr><td style="text-align: center;">1</td></tr> <tr><td style="text-align: center;">2</td></tr> <tr><td style="text-align: center;">3</td></tr> <tr><td style="text-align: center;">4</td></tr> <tr><td style="text-align: center;">5</td></tr> <tr><td style="text-align: center;">6</td></tr> </table>	ZONE	1	2	3	4	5	6	<table border="1" style="float: right; margin-top: 10px;"> <tr><td style="text-align: center;">\$</td></tr> <tr><td style="text-align: center;">\$</td></tr> <tr><td style="text-align: center;">\$</td></tr> <tr><td style="text-align: center;">\$</td></tr> <tr><td style="text-align: center;">\$</td></tr> <tr><td style="text-align: center;">\$</td></tr> </table>	\$	\$	\$	\$	\$	\$
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(4) ITEM IV HANDLING IN	Handling in, labor and equipment required to place in storage from warehouse platform, wrapping for storage which is in addition to that required for drayage to contractor's warehouse and preservation of items for and during the storage period. (Rate per cwt.)	\$													
(5) ITEM V STORAGE	Storage per Clause H-5, Basic Ordering Agreement (Rate per cwt. per month)	\$													
(6) ITEM VI HANDLING OUT	Handling out, labor and equipment required to remove from storage and place onto warehouse platform. (Rate per cwt.)	\$													
(7) ITEM VII DELIVERY	Delivery, to include loading at contractor's warehouse platform and drayage to destination, unloading, including the placing in appropriate rooms in accordance with specifications (Rate per cwt.) <table border="1" style="float: right; margin-top: 10px;"> <tr><th style="text-align: center;">ZONE</th></tr> <tr><td style="text-align: center;">1</td></tr> <tr><td style="text-align: center;">2</td></tr> <tr><td style="text-align: center;">3</td></tr> <tr><td style="text-align: center;">4</td></tr> <tr><td style="text-align: center;">5</td></tr> <tr><td style="text-align: center;">6</td></tr> </table>	ZONE	1	2	3	4	5	6	<table border="1" style="float: right; margin-top: 10px;"> <tr><td style="text-align: center;">\$</td></tr> <tr><td style="text-align: center;">\$</td></tr> <tr><td style="text-align: center;">\$</td></tr> <tr><td style="text-align: center;">\$</td></tr> <tr><td style="text-align: center;">\$</td></tr> <tr><td style="text-align: center;">\$</td></tr> </table>	\$	\$	\$	\$	\$	\$
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(8) ITEM VIII UNPACKING	Unpacking, including unpacking all barrels, crates, cartons, recording overage, shortage or damage found while unpacking, removing from owner's residence all empty containers, packing materials and other debris accumulated incident to unpacking in accordance with specifications. (Rate per cwt.)	\$													
5. SERVICE AREA. This agreement covers orders placed by using activities within the following area.															
6. GEOGRAPHIC DESCRIPTION OF EACH ZONE SHOWN IN ITEMS III AND VII ABOVE															
a. ZONE 1		b. ZONE 2													
c. ZONE 3		d. ZONE 4													
e. ZONE 5		f. ZONE 6													
7. CONTRACTOR CERTIFICATION STATEMENT															
I certify that I hold a valid operating permit/certificate for the zones on which I have submitted rates.															
a. TYPED NAME (Last, First, Middle Initial)	b. SIGNATURE														

DD FORM 1162-1, SEP 1998 (EG)

PREVIOUS EDITION IS OBSOLETE

Designed using Perform Pro, WHE/DIOR, Sep 98

Figure 406-3. DD Form 1162-1, Schedule of Service and Rates for Household Goods.

<b>SERVICE ORDER FOR PERSONAL PROPERTY</b>									
<b>1. TO (Contractor)</b>					<b>2. FROM (Ordering Office)</b>				
<b>a. NAME</b>					<b>a. NAME</b>				
<b>b. ADDRESS (Street, City, State, ZIP Code)</b>					<b>b. ADDRESS (Street, City, State, ZIP Code)</b>				
<b>3. THIS SERVICE ORDER IS ISSUED AND AN ORDER IS HEREBY PLACED WITH YOU, ACCEPTING YOUR OFFER (ORAL OR WRITTEN) FOR SERVICES ON (enter date) _____, SUBJECT TO THE PROVISIONS OF THE BELOW-NUMBERED BASIC ORDERING AGREEMENT FOR THE FOLLOWING SERVICES:</b>									
<b>a. SCAC CODE</b>		<b>b. FEDERAL AGENCY</b>		<b>c. APPROPRIATION IDENTITY</b>		<b>d. BASIC ORDERING AGREEMENT NUMBER</b>		<b>e. MODIFICATION NUMBER</b>	
<b>f. SERVICE ORDER NUMBER</b>				<b>g. LOT NUMBER</b>		<b>h. LOCATION OF PROPERTY (Street, City, State, ZIP Code)</b>			
(1) OLD									
(2) NEW									
<b>i. ESTIMATED STORAGE PERIOD</b>		<b>j. PICK-UP DATE (YYYYMMDD)</b>			<b>k. STORAGE EXPIRATION DATE (YYYYMMDD)</b>		<b>l. ESTIMATED WEIGHT</b>		<b>m. WEIGHT IN STORAGE (ACTUAL)</b>
<b>n. OWNER</b>									
<b>(1) NAME (Last, First, Middle Initial)</b>					<b>(2) PERMANENT ADDRESS (Street, City, State, ZIP Code)</b>				
<b>(3) PAY GRADE</b>				<b>(4) SSN</b>					
<b>4. NEW ACCOUNTS - SERVICES ORDERED</b>									
<b>a. PACKING ITEM I</b>		<b>b. SPECIAL SERVICES</b>			<b>c. DRAYAGE-IN ITEM III</b>		<b>d. HANDLING-IN ITEM IV</b>		<b>e. STORAGE ITEM V</b>
		<b>(1) WARDROBE - ITEM IIA</b>			<b>(2) EXPENSIVE/VALUABLE ITEM - ITEM IIB</b>				
<b>RATE</b>		<b>NO.</b>		<b>RATE</b>		<b>NO.</b>		<b>RATE</b>	
\$				\$				\$	
<b>5. REMOVAL ACTIONS</b>									
<b>a. APPROPRIATION IDENTITY</b>				<b>b. STORAGE REMOVAL DATE (YYYYMMDD)</b>			<b>c. DELIVERY ADDRESS (Street, City, State, ZIP Code)</b>		
<b>d. SERVICES ORDERED</b>									
<b>(1) HANDLING IN ITEM IV</b>		<b>(2) HANDLING OUT ITEM VI</b>		<b>(3) DRAYAGE-OUT ITEM VII</b>		<b>(4) UNPACKING ITEM VIII</b>		<b>(5) WEIGHT REHANDLED</b>	
<b>RATE</b>		<b>RATE</b>		<b>ZONE</b>		<b>RATE</b>		<b>RATE</b>	
\$		\$				\$			
<b>6. REMARKS</b>									
<b>7. SPECIAL INSTRUCTIONS</b>									
<b>a. MAIL INVOICES TO:</b>									
<b>b. STORAGE AUTHORITY:</b>									
<b>c. MAXIMUM WEIGHT CHARGEABLE TO GOVERNMENT</b> _____ <b>LBS. Weight in excess of such maximum will be charged to the owner.</b>									
<b>d. ESTIMATED COST OF THE SERVICES IS \$</b> _____ <b>. You are not to perform any service which will result in contract costs in excess of the above sum, unless authorized in writing by the ordering officer.</b>									
<b>e. ACCOUNTING CLASSIFICATION:</b>									
<b>8. CERTIFICATION (To be completed by Ordering Office)</b> <b>Commercial storage has been determined to be more economical than government storage.</b>									
<b>a. TYPED NAME (Last, First, Middle Initial)</b>				<b>b. TITLE</b>			<b>c. SIGNATURE</b>		<b>d. DATE SIGNED (YYYYMMDD)</b>

DD FORM 1164, SEP 1998 (EG)  
Designed using Perform Pro, WHS/DIOR, Sep 98

PREVIOUS EDITION IS OBSOLETE

COPY DESIGNATION: ☐ Original ☐ 2 ☐ 3  
(X) ☐ 4 ☐ 5 ☐ 6 ☐ 7

Figure 406-4. DD Form 1164, Service Order for Personal Property.

## **CHAPTER 407**

### **MOBILE HOMES**

#### **A. GENERAL**

1. This applies for the movement of privately owned mobile homes within CONUS, between CONUS and Alaska, and within Alaska.
2. Shipping costs will not exceed what it would have cost the government to ship the member's authorized weight allowance of HHG. Shipment options:
  - a. Member Tow. The member may tow the mobile home and file for reimbursement.
  - b. Government Arranged. The member makes arrangements through the TO.
  - c. Personally Procured. The member obtains authorization from the TO and draws an advance mobile home allowance.

#### **B. COUNSELING**

1. Refer to DOD Gen 43, "Moving Your Mobile Home" and Figure 407-4.
2. The TO will provide the information contained in the counseling checklist DD Form 1797 (See Figure 401-1).
3. For articles restricted for transport, refer to the Mobile Home Rate Solicitation.

#### **C. RATES**

1. One-time-only (OTO) rates for the movement of mobile homes are obtained from HQ MTMC. Refer to the Mobile Home/Boat Rate Solicitation for all carrier responsibilities and procedures. Local moves may be handled by the TO, except volume moves.
2. The following information pertains to mobile home one-time-only (MOTO) rates:
  - a. The TO responsible for shipping the mobile home will provide HQ MTMC the complete information contained in the MOTO Message Request Format (Figure 407-1).
  - b. MOTO requests should be made as soon as possible, but not less than 10 days prior to the pickup date. (Emergency requests will be handled as required.)

c. Shipments must be tendered to the carrier prior to the tender expiration date. A tender is valid for 30 days and can be extended. In the event that certain conditions (e.g., repairs, etc.) prevent pickup, HQ MTMC will be notified by the TO so necessary action can be taken.

d. The TO, upon request of the member, may authorize carrier to perform additional requirements not included in the MOTO rate, either by third-party service or negotiated rate. Services performed must be listed on DD Form 1863, Accessorial Services-Mobile Home (Figure 407-2), and certified by TO or member and normally shown on PPGBL.

e. TO must notify mobile home carrier immediately and notify HQ MTMC on all cancellations of MOTO movements. If cancellations are made less than 48 hours (not including weekends and holiday hours) prior to pick up (time begins at 0800 EST on the date of pickup), the carrier may bill for services ordered but not used.

### 3. Volume Movements.

a. A movement of five or more mobile homes from the same origin or commuting area to the same destination or commuting area will be considered a volume move.

b. The TO should submit a request for a volume move to HQ MTMC/MTPP-HS at least 30 days prior to the scheduled pickup date of the first shipment. Provide a copy of the request to destination TO. The required format is provided in Figure 407-3.

## **D. CARRIER OR AGENT FACILITIES**

DOD-approved mobile home carriers are not required to have an agent or carrier-operated facility within the area of responsibility of an installation to be qualified to participate in mobile home traffic. A carrier may designate any DOD-approved storage facility.

## **E. AUTHORIZATION OF ACCESSORIAL SERVICES**

1. The TO may authorize additional accessorial services, at the member's request.

2. Any repairs or other services necessary for the movement of a mobile home will be identified by the carrier on a DD Form 1863, supported by signed receipts for each repair or service provided. DD Form 1863 entries will be itemized and supported with third-party invoices indicating costs for labor and material separately. The member or destination TO will verify that the services are described correctly and supported properly before signing the DD Form 1863.

## **F. SHIPMENT PROCEDURES**

1. When a mobile home is not ready for pick up within 48 hours of the agreed date, the TO will notify the carrier of the delay. A new pick-up date will be established based upon the date the mobile home will be ready for movement, the member's requirements, and the carrier's capability. Shipments must be tendered to carrier prior to expiration date (30 days from original solicitation pickup date).

### **2. Repairs and Services En Route to Destination.**

a. The carrier is authorized to incur expenses up to \$150 per shipment without the prior approval of the member for necessary repairs and services while en route to destination. Such repairs and services do not include expenses for tire repair or replacement.

b. The member may authorize, in writing, on the reverse of the Mobile Home Checklist (Figure 407-4), any amount in excess of \$150 that the carrier may incur for repairs and services without first obtaining authorization from the member. The origin TO, based on the member's written authorization, may authorize the carrier to incur expenses above the \$150 limit, but not to exceed the amount specified by the member. The amount specified by the member will be annotated in the remarks blocks of both the PPGBL and DD Form 1863.

c. Should the cost of repairs or services exceed the authorized limit, the carrier will contact the origin or destination TO. The TO will contact the member to determine whether the movement of the shipment should continue.

3. Inventory of Articles Shipped in Mobile Home, DD Form 1412. Carrier will prepare and distribute in accordance with the rate solicitation.

4. Mobile Home Inspection Record, DD Form 1800. DD Form 1800 (Figure 407-5) describes a mobile home's condition before and after shipment. The origin TO will prepare a DD Form 1800 for each mobile home shipment and will give that document to the carrier with the PPGBL. The carrier will complete the origin portion of the form at the time of pick up. The destination portion will be completed by the carrier at destination. Sections of the form are reserved for the origin and destination TOs when a visual inspection of the mobile home is made by the TO.

a. Preparation by the Origin TO. Upon notification from the member that all pre-move requirements have been completed, the TO will prepare an original and five copies of DD Form 1800. The origin TO will complete Part I, II, and origin portion of part III.

b. Carrier Entries. If the member does not agree with the carrier's description of the mobile home's condition at origin or destination, the member will list exceptions on the reverse of the form. Regardless of exceptions taken, the member will sign the form.

c. Distribution. After completing the applicable portions of the inspection form, the carrier will make distribution in accordance with the rate solicitation. The destination TO will forward one copy, along with the completed Member's Report on Carrier Performance--Mobile Home, DD Form 1799 (Figure 407-6), to the origin TO. The origin TO will use these documents to close out the shipment performance file.

5. Joint Statement of Loss or Damage at Delivery, DD Form 1840/1840R. DD Form 1840/1840R will be used to record all loss or damage to each article listed on the inventory. The procedures in Chapter 410, Part B, will apply.

6. Member's Report on Carrier Performance - Mobile Homes, DD Form 1799. The destination TO will complete Section I, DD Form 1799, and provide to the member during the destination inspection. The member shall be instructed to return the form to the destination TO within 10 days.

7. Carrier Refusal for Shipment Due to Mobile Home Being Not Road-Worthy. If the carrier's inspection or a government inspector reveals a deficiency and renders the mobile home unsafe or unlawful for transportation, the origin TO will be notified and will instruct the member to have the deficiency corrected. If correction is not possible before or on the agreed date of pickup, the decision must be made by the TO and the member to either authorize payment for waiting time of the driver (and possibly an escort) while repairs, alterations, or modifications are being completed or to terminate the GBL and pay an attempted pick-up charge. If the driver elects to perform the necessary work, waiting time is not authorized; however, the member is responsible for furnishing the required materials and/or supplies to make the mobile home road-worthy. Under no circumstance may the TO release the mobile home for shipment until it is considered by both the carrier and the TO to be safe and practicable to move.

8. Use of Commercial Wrecker Service.

a. The member will inform the TO when wrecker service may be required at origin. The carrier will inspect the ground leading to and under the mobile home to determine whether the mobile home may be moved safely. If ground conditions are such that the mobile home will be damaged by the carrier's equipment, the carrier will contact the TO and request authorization to use commercial wrecker service.

b. When it is determined that wrecker service is required, the TO will authorize the carrier to make the necessary arrangements. The carrier will bill the government for the actual cost of service. The wrecker service invoice will be attached according to billing instructions.



9. Transit Load Limitations.

a. The design and construction of a mobile home only allows for the weight of all fixed service equipment, plumbing fixtures, heating and air conditioning equipment, appliances, and built-in furniture.

b. In the movement of a mobile home, the manufacturer's recommended gross weight may not be exceeded. If the recommended gross weight is unknown, an allowance of three pounds per square foot of unused (open) floor area may be permitted for the added weight of items to be left in the mobile home during movement, as determined by the carrier.

c. If the mobile home exceeds the manufacturer's recommended gross weight, the member will be provided the opportunity to arrange for a separate shipment of excess items or to dispose of them by some other means. See JFTR, para U5330-F5.

10. Termination of Mobile Home Shipment. A shipment will be terminated when ordered by TO. Termination of service will normally be used in cases of violation of federal, state, or local laws; violation of Tender of Service; improper performance of service; or cancellation of member's orders. The following applies:

a. Any charges for authorized services, performed to point of termination, will be paid in accordance with rate tender.

b. SIT charges will be paid when authorized by the TO.

c. A termination of service that requires the transfer of a mobile home from one carrier to another must be coordinated with HQ MTMC/MTOP-O. At the time of transfer, each carrier will verify the inventory and note any damage to the mobile home. The TO will issue a new PPGBL to the new carrier that cross references the PPGBL of the terminated carrier.

d. Upon receipt of the termination notice, the carrier will advise the TO the location of the shipment and effect the required change in the documentation. The TO will issue a PPGBL Correction Notice to show termination point and correct the applicable rate and notify HQ MTMC/MTOP-O.

11. Third Party Services. When requested and approved by the TO, the carrier will arrange for third party services not included in the MOTO rate.

## **G. STORAGE IN TRANSIT (SIT)**

1. Authorization for SIT. The location of the SIT facility will be at the discretion of the carrier, but will be so located to afford timely delivery to destination and will be approved for use by a TO. Refer to the PPCIG for a listing of approved SIT facilities

a. Origin. SIT will only be used when authorized by the TO and annotated on the PPGBL or DD Form 1863.

b. En Route. If an approved DOD SIT facility is not available at origin or destination, the TO will coordinate efforts with the carrier to use any DOD-approved SIT facility along the proposed route of movement. The TO originating the shipment will serve as the point of contact with the carrier until the shipment arrives in the destination TO's area of responsibility.

c. Destination. When the carrier notifies the destination TO of the mobile home's arrival and the member cannot be contacted, the destination TO will issue a SIT control number to the carrier. The SIT location, the SIT control number, and the date the shipment is placed in SIT will be entered on the DD Form 1863.

2. Withdrawal of HHG from SIT Facility. Members may withdraw HHG from the mobile home while it is in SIT provided coordination is accomplished with the TO. However, movement of the HHG withdrawn will be accomplished by the member at no expense to the government.

3. Delivery Out of SIT. When requested by the member, the TO who has control of shipment will contact the carrier for delivery. The TO will complete the SIT block of the DD Form 1863.

## **H. SHIPMENT TO AND WITHIN ALASKA**

### **1. Mobile Home Problems in Alaska**

a. Mobile homes constructed with sufficient insulation to afford protection from the cold in CONUS may be insufficient during the lengthy cold weather periods in Alaska, where temperatures often reach minus 50 degrees or lower. The member will be advised of the strict construction standards that apply on mobile homes entering the State of Alaska. Members applying for shipment will produce a document indicating the mobile home complies with the State of Alaska specifications. Information concerning Alaska standards can be obtained from the State of Alaska, Department of Commerce, Weights and Measures, 2263 Spenard Road, Anchorage AK 99503.

b. Consignment Instructions. Shipments of mobile homes from CONUS to Alaska will be consigned in accordance with the PPCIG.

2. Shipments Within Alaska. Intrastate mobile home shipments in Alaska will be governed by the same procedures applicable to CONUS movements and in accordance with specific state regulatory agencies.

**I. QUALITY CONTROL** The TO will inspect as many mobile home shipments as possible originating and terminating within the TO's AOR.

**J. CARRIER PERFORMANCE**

1. Carrier Performance Files. Each origin TO will establish a carrier performance file for each mobile home carrier qualified to serve the installation's area of responsibility. The file will contain all pertinent data relating to the carrier's performance.

2. Unsatisfactory Performance. When a carrier or carrier's agent violates any provision of the Tender of Service, rules, and regulations of applicable rate tariffs/tenders, legal requirements, or commits unethical acts, the TO will take appropriate action. As a minimum, the TO will report any violations and/or unsatisfactory service to HQ MTMC/MTPP-HS.

## **MOTO MESSAGE REQUEST FORMAT**

**FROM:** (TO)

**TO:** CDR MTMC FALLS CHURCH VA//MTPP-HS//

**SUBJECT:** REQUEST FOR MOBILE HOME ONE-TIME-ONLY (MOTO) RATE

**UNCLAS**

1. MEMBER'S NAME/RANK/SSN AND MILITARY SERVICE.
2. PICKUP POINT (INCLUDE COMPLETE ADDRESS, LOT NUMBER, MOBILE HOME PARK, COUNTY/PARISH, CITY, STATE, AND ZIP CODE).
3. DESTINATION POINT (INCLUDE COMPLETE ADDRESS, LOT NUMBER, MOBILE HOME PARK, COUNTY/PARISH, CITY, STATE, AND ZIP CODE).
4. PICK UP DATE.
5. REQUIRED DELIVERY DATE.
6. SERVICES TO BE PERFORMED BY CARRIER (USE SOLICITATION ITEM NUMBERS, TO INCLUDE ANY ACCESSORIAL SERVICES AND ANY SPECIAL SERVICES REQUIRED FOR THE MOVEMENT OF THE MOBILE HOME, I.E., WRECKER SERVICE, CRANE, ETC.).
7. REQUIREMENT AND LOCATION OF SIT.
8. MOBILE HOME STATISTICS: (LENGTH, WIDTH, HEIGHT, YEAR, MAKE, MODEL, IF DOUBLE WIDE OR HAS AN EXPANDO, DIMENSIONS OF EXPANDO, MANUFACTURE'S WEIGHT, AND MANUFACTURER'S DESIGN ZONES FOR ROOF, HEAT AND WIND).

**Figure 407-1.** MOTO Message Request Format.

9. THE NUMBER OF AXLES WITH TIRES AND THE NUMBER OF BRAKING AXLES ON THE MOBILE HOME, IF DOUBLE-WIDE, NUMBER AXLES WITH TIRES ON EACH HALF.
10. PICKUP CONDITIONS AT ORIGIN SITE (ANY UNUSUAL CIRCUMSTANCES AT SITE OR WITH THE HOME).
11. ORIGIN GBLOC.
12. DESTINATION GBLOC.
13. TRANSPORTATION OFFICE POC (INCLUDE OFFICE NAME, DSN AND COMMERCIAL PHONE NUMBERS)

**Figure 407-1. MOTO Message Request Format (Cont')**



<b>SECTION IV - ACCESSORIAL SERVICES PROVIDED</b> <i>(Carrier will enter complete information or "N/A")</i>		
<b>14. ORIGIN SERVICES</b>		
DESCRIPTION (1)	UNIT PRICE (2)	CHARGE OR NO CHARGE (N/C) (3)
a. UNBLOCK		
b. PACK		
c. UNANCHOR		
d. UNSKIRT		
e. EXPANDO - REMOVE		
f. DOUBLE-WIDE - SEPARATE		
g. UTILITIES - DISCONNECT		
h. LABOR CHARGE		
i. WAITING TIME		
j. PREPARATION FOR MOVEMENT		
k. APPLIANCE SERVICING		
l. OTHER:		
<b>15a. CARRIER SIGNATURE</b>		<b>b. DATE SIGNED (YYYYMMDD)</b>
<b>DO NOT SIGN UNTIL CARRIER HAS COMPLETED ALL COLUMNS IN ITEM 14 ABOVE.</b>		
<b>16a. MEMBER SIGNATURE</b>		<b>b. DATE SIGNED (YYYYMMDD)</b>
<b>17. DESTINATION SERVICES</b>		
DESCRIPTION (1)	UNIT PRICE (2)	CHARGE OR NO CHARGE (N/C) (3)
a. BLOCK		
b. UNPACK		
c. ANCHOR		
d. SKIRT		
e. EXPANDO - INSTALL		
f. DOUBLE-WIDE - REASSEMBLE		
g. UTILITIES - RECONNECT		
h. LABOR CHARGE		
i. WAITING TIME		
j. OTHER:		
<b>18a. CARRIER SIGNATURE</b>		<b>b. DATE SIGNED (YYYYMMDD)</b>
<b>DO NOT SIGN UNTIL CARRIER HAS COMPLETED ALL COLUMNS IN ITEM 17 ABOVE.</b>		
<b>19a. MEMBER SIGNATURE</b>		<b>b. DATE SIGNED (YYYYMMDD)</b>

DD FORM 1863 (BACK), SEP 1998

**Figure 407-2 (Cont'). DD Form 1863 (Accessorial Services - Mobile Home)**

## **MOBILE HOME VOLUME MOVE MESSAGE REQUEST FORMAT**

The following message format will be utilized to request volume move rates for mobile homes:

FROM: TO

TO: CDR MTMC FALLS CHURCH VA //MTOP-O//

SUBJECT: MOBILE HOME VOLUME MOVEMENT REQUEST

UNCLAS

1. ORIGIN (CITY/STATE).
2. DESTINATION (CITY/STATE).
3. ORIGIN TO (INCLUDING GBLOC).
4. DESTINATION TO (INCLUDING GBLOC).
5. NUMBER OF SHIPMENTS (GROUPED TOGETHER BY SIZE WITH THE FOLLOWING INFORMATION INCLUDED FOR EACH MOBILE HOME).
6. SIZE OF TRAILER (WIDTH, LENGTH, HEIGHT, MAKE, MODEL, IF DOUBLE WIDE, DIMENSIONS OF EXPANDO, MANUFACTURE'S WEIGHT, AND YEAR).
7. THE NUMBER OF AXLES WITH TIRES AND THE NUMBER OF BRAKING AXLES ON THE MOBILE HOME, IF DOUBLE-WIDE, NUMBER AXLES WITH TIRES ON EACH HALF.
8. SERVICES TO BE PERFORMED BY CARRIER. (USE MOBILE HOME SOLICITATION ITEM NUMBERS, TO INCLUDE ANY ACCESSORIAL SERVICES AND

**Figure 407-3.** Mobile Home Volume Move Message Request Format.



## **MOBILE HOME VOLUME MOVE MESSAGE REQUEST FORMAT (Cont')**

ANY SPECIAL SERVICES REQUIRED FOR THE MOVEMENT OF THE MOBILE HOME, I.E.,  
WRECKER SERVICE, CRANE ETC.)

9. EFFECTIVE PERIOD OF TIME FOR MOVEMENT OF SHIPMENTS.

10. ESTIMATED NUMBER OF SHIPMENTS TO BE TENDERED DAILY OR ACCORDING TO  
OTHER KNOWN SCHEDULE.

11. INELIGIBLE MOBILE HOME CARRIERS, IF APPLICABLE.

12. SIT REQUIREMENTS, IF ANY.

13. TO POC ( INCLUDE NAME AND PHONE NUMBER (DSN AND COMMERCIAL  
TELEPHONE NUMBER)

**Figure 407-3. Mobile Home Volume Move Message Request Format (Cont')**

## **MOBILE HOME COUNSELING CHECKLIST**

Include the following items in the Mobile Home Checklist:

1. Advise member of projected excess costs. After receiving the MOTO rate, advise member of updated excess cost.
2. Most states have special regulations with respect to the speed/route of travel, time of day and week a mobile home may be moved, weather conditions, lighting, escorts, etc., that may affect the transit time/cost.
3. Alaska requires a document indicating the mobile home complies with the state of Alaska specifications.
4. Advise members of design requirements in United States to include dimensions allowed, structural roof design, heating and cooling design, and structural wind zone design.

**Figure 407-4.** Mobile Home Counseling Checklist.

MOBILE HOME INSPECTION RECORD						1. DATE (YYYYMMDD)			
<b>PRIVACY ACT STATEMENT</b> AUTHORITY: 37 USC 406; 5 USC 5726; and E.O. 9397. PRINCIPAL PURPOSE(S): To document inspection of Mobile Homes and account for any violations of the carrier's tender of service; and to act as supporting documentation for any action arising from a carrier's unsatisfactory performance. ROUTINE USE(S): Information contained in this system of records may be provided to a carrier in the course of adjudication or other action taken for unsatisfactory performance reasons. DISCLOSURE: Voluntary; however, failure to provide the requested information may delay settlement of a claim.									
<b>PART I - SHIPMENT IDENTIFICATION</b>									
2a. NAME OF CARRIER			b. SCAC		c. CARRIER FREIGHT BILL NUMBER <small>(To be completed by carrier at origin.)</small>		d. GOVERNMENT BILL OF LADING NUMBER		
3a. NAME OF MEMBER			b. SOCIAL SECURITY NUMBER			c. RANK/PAY GRADE			
4a. ORIGIN SHIPPING OFFICE			b. GBLOC NO.		5a. DESTINATION SHIPPING OFFICE			b. GBLOC NO.	
c. ORIGIN ADDRESS (Include city, state and zip code.)					c. DESTINATION ADDRESS (Include city, state and zip code.)				
<b>PART II - SPECIFICATIONS</b>									
6a. MOBILE HOME (Make)					7. TIRES (To be completed by the carrier at origin)				
					(1) SIZE		(2) PLY RATING		(3) MFR SERIAL NO.
					a. LEFT 1				(4) * CONDITION
b. MODEL					8. DIMENSIONS (Actual)		b. LEFT 2		
					(1) FEET & INCHES	(2) EXPANDO	c. LEFT 3		
c. SERIAL NUMBER					a. HEIGHT		d. LEFT 4		
							e. RIGHT 1		
					b. LENGTH		f. RIGHT 2		
							g. RIGHT 3		
c. WIDTH							h. RIGHT 4		
* CONDITION: G - GOOD; F - FAIR; P - POOR									
<b>PART II - INSPECTION</b>									
9. ORIGIN INSPECTION COLUMN - complete ONLY when a visual inspection of the Mobile Home is made at origin by the Carrier or the ITO. DESTINATION INSPECTION COLUMN - complete ONLY when a visual inspection of the Mobile Home is made at destination by the Carrier or the ITO.						(1) ORIGIN		(2) DESTINATION	
						(a) CARRIER	(b) ITO	(a) CARRIER	(b) ITO
						YES	NO	YES	NO
a. Was the Mobile Home unlocked?									
b. Do springs have adequate/normal arch?									
c. Is there a minimum 3-inch clearance over each tire?									
d. Does Mobile Home appear to be overloaded?									
e. Do structural members, including A-Frames, appear sound - no damage?									
f. Are all visible frame to body attachments/bolt connections in place and unbroken?									
g. Does exterior paneling/molding appear to be tight and secure?									
h. Are brake and clearance lights and turn signals operable at time of hook up?									
i. Does member acknowledge that wheel bearings have been packed within the last 90 days?									
j. Is Mobile Home equipped with operable brakes at time of hook up?									
k. Are wheel lugs tight?									
l. Does member acknowledge that plumbing has been drained and protected from freezing?									
m. Does member acknowledge that all appliances/utilities have been serviced?									
n. Have attached items been detached and stowed inside (TV antenna, air conditioner, etc.)?									
o. Are all fixtures which cannot be removed anchored securely?									
p. Have all utilities been disconnected and secured?									
q. Does member acknowledge that all prohibited items have been removed?									
r. Does member acknowledge that all loose items/accessories in closets/cabinets have been properly packed and secured?									
s. Have loose furniture and heavy moveable items been secured above and forward of axles?									
t. Are drawers, cabinets, and sliding doors secured or taped?									
u. Are mirrors, windows and other glass cross (X) taped?									
v. Is Mobile Home equipped with valid license or permit?									
w. Are interior contents properly inventoried and inventory provided to carrier?									
x. Does the Mobile Home meet the transportation safety standards of destination and intermediate states?									
y. Do exterior doors lock? Have keys been given to carrier?									

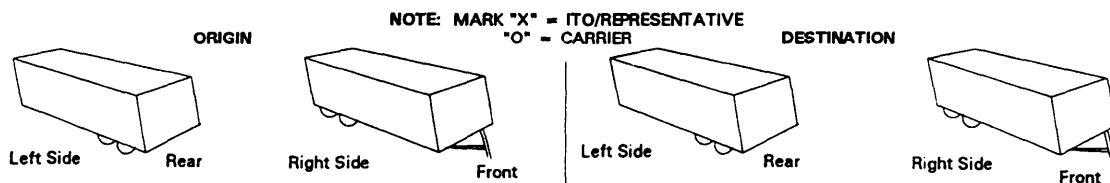
DD FORM 1800, SEP 1998 (EG)

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WHSE/DIOR, Oct 98

Figure 407-5. DD Form 1800, Mobile Home Inspection Record

10. GENERAL CONDITION. Record degree and precise location of any apparent damage at origin or destination to the Mobile Home equipment (fixed or installed), including interior and exterior surface such as dented panels, loose or missing trim, broken windows, scratched or marred surfaces, etc. USE DIAGRAM TO ILLUSTRATE DAMAGES. Use the illustrated codes to indicate origin/destination damage and who performed inspection. If no damage exists, indicate NONE.



11. REPORT OF DAMAGES INDICATED. (Condition of Mobile Home and fixtures at "ORIGIN" and "DESTINATION" is as described above.)

12. ORIGIN ITO/INSPECTOR (If applicable) TYPED OR PRINTED NAME (Last, First, Middle Initial)		13a. ORIGIN ITO/REPRESENTATIVE SIGNATURE		b. DATE (YYYYMMDD)
14a. ORIGIN CARRIER REPRESENTATIVE SIGNATURE	b. DATE (YYYYMMDD)	15a. ORIGIN MEMBER/AGENT SIGNATURE		b. DATE (YYYYMMDD)
16. DESTINATION ITO/INSPECTOR (If applicable) TYPED OR PRINTED NAME (Last, First, Middle Initial)		17a. DESTINATION ITO/REPRESENTATIVE SIGNATURE		b. DATE (YYYYMMDD)
18a. DESTINATION CARRIER REPRESENTATIVE SIGNATURE	b. DATE (YYYYMMDD)	19a. DESTINATION MEMBER/AGENT SIGNATURE	b. DATE (YYYYMMDD)	c. TIME OF DELIVERY

DD FORM 1800 (BACK), SEP 1998

Figure 407-5 (Cont'). DD Form 1800, Mobile Home Inspection Record

MEMBER'S REPORT ON CARRIER PERFORMANCE - MOBILE HOME			
<b>SECTION I - TO BE COMPLETED BY DESTINATION ITO</b>			
1. DATE (YYYYMMDD)	2. REQUIRED DELIVERY DATE (YYYYMMDD)	3. GOVERNMENT BILL OF LADING NUMBER	
4a. NAME OF MEMBER (Last, First, Middle Initial)	b. GRADE	5. NAME OF CARRIER	
6. ORIGIN INSTALLATION		7. PICKUP ADDRESS (Street, Apartment No., City, State, ZIP Code)	
8. DESTINATION INSTALLATION		(X if) <input type="checkbox"/> TRAILER COURT <input type="checkbox"/> STORAGE FACILITY	
<b>SECTION III - TO BE COMPLETED BY MEMBER</b>			
<p><b>Complete every item applicable by placing an "X" in the column under "YES" or "NO". All items marked "NO" will be considered as carrier deficiencies and the performance of the carrier will be evaluated for this shipment based on items listed below. A "NO" answer must be explained or your response CANNOT BE USED TO RATE THE CARRIER.</b></p>			
		YES	NO
9. Did the carrier pick up the mobile home on the agreed date?			
10. Did the carrier provide all the required services?			
11. Was the mobile home offered for delivery on or before the required delivery date?			
12. Was the mobile home and its contents delivered without loss or damage? If "NO", what is the estimated value of the loss and/or damage? \$ _____			
13. Was the carrier cooperative in checking the condition of your mobile home upon delivery?			
14. Did the carrier provide you a completed mobile home inspection record at origin?			
15. Did you consider the carrier personnel:			
a. Courteous			
b. Cooperative			
c. Neat in appearance			
16. Were you satisfied with the carrier's services on this movement of your mobile home at:			
a. Origin			
b. Destination			
17. Were the Transportation Office personnel courteous and helpful to you?			
18. COMMENTS (Briefly explain all "NO" answers.)			
19. SIGNATURE OF MEMBER		20. DATE (YYYYMMDD)	
<b>SECTION III - TO BE COMPLETED BY DESTINATION ITO</b>			
21. (X if applicable) <input type="checkbox"/> NO RESPONSE RECEIVED FROM MEMBER		22. NAME OF DESTINATION ITO (Last, First, Middle Initial) (Type or print)	
23. SIGNATURE		24. DATE (YYYYMMDD)	

DD FORM 1799, SEP 1998 (EG)

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**Figure 407-6.** DD Form 1799, Member's Report on Carrier Performance - Mobile Home



## **CHAPTER 408**

### **TRANSPORTATION OF PRIVATELY-OWNED VEHICLES (POVs)**

#### **A. GENERAL**

1. This chapter prescribes procedures and provides guidance for the shipment, by surface means only, of member's POVs.
2. This chapter applies to all POV shipments for members entitled to have a POV shipped at government expense, in accordance with the JFTR/JTR and appropriate DOD Component publication.
3. These provisions apply to the shipment of POVs within CONUS; to, from, and between CONUS and overseas; and intertheater areas.
4. Information regarding restrictions can be found in the appropriate DOD Component publication and general instruction sections of the PPCIG, Volume II.
5. Purpose of the DD Form 788 is:
  - a. Inspecting and reporting the condition of the POV and detecting damage and pilferage during shipment. The form will give a complete description of the POV's condition during all phases of shipment when it is in the custody of the government.
  - b. Determining the validity of claims for loss or damage and for determining third-party responsibility. Since the vehicle is reinspected at each phase of the shipment, responsibility for loss or damage can be determined accurately.

#### **B. RESPONSIBILITIES**

1. TO Responsibilities. Counsel the member using DD Form 1797 and prepare DD Form 788 when appropriate. Consult the MTMC pamphlet "Shipping Your POV."
2. The vehicle processing center (VPC) will initiate the DD Form 788 (Figure 408-1 through 408-3) and perform a joint pre-move inspection with the member. The individual making the inspection will mark the appropriate code on the vehicle illustrations at the approximate location(s) of exterior damage. The POV condition codes will be used to illustrate the type of damage to the exterior of the POV in Item 8 and the interior in Items 9 and 10. The DD Form 788 will be annotated at each transfer point to ensure claims liability is established.

### **C. DOD EXPORT/IMPORT CONTROL PROGRAM**

1. The EPA has changed its vehicle import program to eliminate the need for DOD Catalyst Control Program. Due to the rapidly growing availability of unleaded gasoline worldwide and diminishing impact on air quality by U.S. version vehicles driven overseas, EPA no longer requires plumbtismo testing, or requires DOD follow-up with service members to ensure catalyst systems are re-installed or replaced. The exception to this is those vehicles which have been altered or modified. (For example: Those that have had their original engines switched, or that have had alterations for improved performance). They must be entered through customs under bond and restored to the original certified configuration or imported by independent commercial importer (ICI), who would be responsible for converting and testing the vehicle to demonstrate compliance with EPA requirements.

2. EPA considers vehicles with removed or damaged catalysts, oxygen sensors and/or fuel filler neck restrictors to not be altered or modified, and thus, will not require them to be bonded by customs. However, when importing unaltered U.S. version POVs into the U.S. with or without removed or damaged catalyst systems, the member or their agent must sign the following attestation statement which will be attached to the private vehicle document, DD Form 788 and DD Form 788-1. "If the catalyst or oxygen sensor or fuel filler neck restrictor were removed or damaged, the importer attests that the catalyst and oxygen sensor and fuel filler neck restrictor as applicable, will be re-installed or replaced after importation. If leaded gasoline was used, the importer attests that after importation:

a. The fuel tank will be drained and refilled with unleaded gasoline.

b. The catalyst and oxygen sensor, if they were left on the vehicle during use of the leaded gasoline, will be replaced, if necessary." No such action is required for motorcycle/mopeds.

3. In addition to federal emission control standards, California has its own program for regulating importation of nonconforming vehicles. If you are on assignment to California, you will need to comply with that state's emission-control requirements in addition to federal requirements. For more information on California's requirements, contact:

State of California  
Air Resources Board  
Mobile Source Control Division  
9528 Telstar Avenue  
El Monte CA 91731  
Telephone: 1-800-575-6800 or (818) 575-6858



#### **D. TURN-IN OF PRIVATELY-OWNED VEHICLES**

1. The MOT is responsible for shipping and receiving POVs between ports listed in Appendix BD, Parts I and II.

2. Approval for a POV shipment from a primary port is not required before POV turn-in at the port.

3. Approval for Shipment To/From an Alternate Port. Prior approval of a member's request for a POV to be shipped to/from an alternate port is required from the TO prior to being turned in to the alternate port; however, the alternate port must be in the same country as the designated port provided the member reimburses the Government for any excess cost involved (See Figure 408-4). An alternate port in a different country is authorized or approved by the Secretary concerned, JFTR, para (U) 5435-B. This authority shall not be delegated. See DOD component publication for delegation of approval authority.

4. The procedures for requesting shipment through an alternate port are as follows:

a. The member will request alternate port shipment approval from the TO providing the counseling service. Navy shippers must obtain alternate port shipment approval from BUPERS.

b. The origin TO will counsel the member concerning the excess costs resulting from shipment to and from other than the authorized ports. Collection arrangements will be made in accordance with the appropriate DOD Component publication.

c. Uniformed members no longer in a pay status and civilian employees effecting shipments through alternate ports must pay the excess costs prior to the move.

d. In determining excess costs the TO will contact the nearest port facility and obtain estimated costs when an alternate port is elected. If the port facility is unable to provide cost estimates, contact HQ MTMC/MTOP-O for the appropriate information.

5. Assignment of Required Delivery Date (RDD) to POVs. RDDs will be assigned by the port at the time of vehicle turn-in. Factors entering into the RDD calculation are the number of days required for processing, port hold time, vessel availability, ocean transit time, processing time at the port of discharge, and number of days for the inland/transshipment movement to final destination (if required).

#### **E. MEMBER'S RESPONSIBILITY**

1. The member will ensure the POV is in safe operating condition and meets all host-country restrictions and requirements when turned in at the port or POV processing

center for shipment. POVs that do not meet host-country standards may be impounded by local authorities and not permitted to leave the port.

2. To have a long-term leased vehicle (12 months or longer) shipped to the permanent duty station, designated place, or other authorized destination; the member must provide written authority from the leasing company for movement in accordance with the JFTR, Appendix A, and JTR, Appendix A. All requirements stated in the lease are the responsibility of the member.

3. The member will ensure that only authorized personal articles remain in the POV when turned-in for processing. The following items are not allowed to be shipped in the POV:

- a. Household items and camping equipment.
- b. Tools (in excess of \$200 value).
- c. Radios, citizen-band radios, tape decks, tapes, and cassettes not installed as permanent equipment.
- d. The shipment of flammable or hazardous material, including flares, oils, waxes, and polishes, is prohibited, except for small quantities of touch-up paint (between .5 and 3 oz), when properly sealed to prevent leakage and will not pose a hazard during movement.

4. Items of personal property specified below may be left in the vehicle:

- a. Items considered to be normal vehicular tools such as; jacks, tire irons, lug wrenches, tire chains, fire extinguishers, mechanical tire inflator, first aid kits, jumper cables, warning triangle/trouble lights, and basic hand tools, i.e., screwdrivers, pliers, wrenches, and hammers.
- b. One spare tire and two tires with wheels (either mounted or unmounted).
- c. Cribs or child's car seats.
- d. Luggage racks, small items such as thermos bottles, bottle warmers, car cushions, blankets, and similar items for the comfort or convenience of the member during long motor trips. Such items may be shipped with the vehicle only if they can be loaded into and secured in the carton (26 inches x 10 inches x 14 inches) normally provided for vehicular tools and accessories. For POVs to be containerized, these articles may be placed in the trunk without a carton.
- e. Catalytic converters, catalyst components (pellets), oxygen sensors, or pipe segments used to replace converters in overseas areas.

f. Purged propane tanks on camper or motor home-type vehicles. (Written certification of purging will be provided by a professional individual or company qualified to perform such purging--not by the member.)

5. The member will turn-in one complete set of keys (including a gas-cap key, if applicable) with the vehicle at the time of delivery to the vehicle processing point. The member should be counseled to retain a second complete set of keys and to have them available at the time of pickup at destination. When the vehicle's design permits, the vehicle, the trunk, and the glove compartment will be locked by the member.

6. Because a vehicle may be subjected to freezing temperatures during transit, the member will safeguard the vehicle's cooling system with a nonalcoholic, permanent-type antifreeze solution testing to minus 20 degrees Fahrenheit or lower, if the military shipping agency determines it to be necessary. If the member decides not to fulfill this requirement, an appropriate signed release will be secured by POV processing personnel.

7. The member will ensure that the POV contains no more than one-fourth tank of fuel when it is delivered to the loading MOT. The fuel system may be drained before shipment and only a minimum replacement will be made at destination.

8. The member will ensure that all exterior surfaces and undercarriages of POVs are clean and free of soil and other foreign matter before turn-in. The member will provide the destination terminal an address where notification can be made of arrival and availability for pick up of the POV.

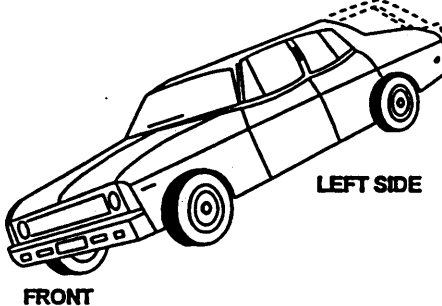
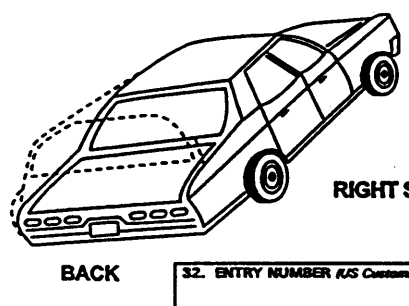
9. A letter of authorization, power of attorney, or other acceptable evidence of agency will be required to deliver a vehicle by someone other than the member's spouse (when the spouse is on the orders). A power of attorney is necessary for anyone other than the member, including the spouse, to pick up a vehicle. Notarization is not necessary except when a POV is being shipped to the Philippines by someone other than the member.

10. If the POV is not picked up by the member within a reasonable period of time (normally not to exceed 45 days from the postmarked date of the notification of arrival) and the storage space is required by the unloading MOT, the terminal commander may place the vehicle in commercial storage at the member's expense. The member will be advised 15 days in advance by return-receipt-required mail of the date the POV will be turned-in to commercial storage and that any charges resulting from such commercial storage will be payable by the member directly to the storage firm. When POVs are placed in commercial storage, the member will be advised of the date such storage began and the name, address, and telephone number of the commercial storage firm.

11. The member will ensure installed auto alarm or anti-theft device(s) is turned off or otherwise disabled prior to being turned in.

**F. CHANGE OF HOME PORT**

The TO will submit a request to HQ MTMC, theater CINC, or designated representative by electronic means, as soon as possible or at least 10 days prior to pickup date of the first vehicle (See Figure 408-5).

PRIVATE VEHICLE SHIPPING DOCUMENT FOR AUTOMOBILE												
TCMD DATA	1. DOC ID (1-3) TP1	2. CONTAINER NO. (4-8)	3. CONSIGNOR (9-14)	4. COMM-EX (15-18)	5. POE (21-23)	6. POD (24-26)	7. PAGE (28-29)					
	8. TRANSPORTATION CONTROL NUMBER (30-48)		9. CONSIGNEE (49-53)	10. ROD (54-56)	11. TR ACCOUNT (57-59)	12. PRICES (60-71)	13. WEIGHT (72-76)					
14. CUBE (77-78)		15. DOC ID (1-3) TP8	16. POV YR, MAKE (9-14)	17. OWNER'S LAST NAME (54-60)		18. P & MI (67-68)	19. GRADE (69-70)					
20. STATE (71-72)		21. LICENSE NUMBER (73-77)	21. COLOR (78-80)	22. BODY TYPE	23. VEHICLE IDENTIFICATION NUMBER							
24. ODOMETER READING		25. VESSEL (Voyage Number)		26. AUTHORIZATION CHARGES PAID, ETC.		27. DATE LOADED (YYYYMMDD)						
28. STOWAGE LOCATION				29. BILLING ADDRESS FOR NOTIFICATION PURPOSES								
30. Inspected in my presence, condition acknowledged as marked below, and conditions governing shipment on back accepted.				1. (1) USER CODE	2. (2) INSPECTION	3. (3) DATE (YYYYMMDD)	4. (4) INSPECTOR'S PRINTED NAME (Last, First, Middle Initial)					
				X	(a) Turn in Joint Inspection - owner/agent & Government representative							
				T	(b) POE use (Optional)							
				□	(c) POE check in stow/condition when stuffed in container							
				◇	(d) POD check in stow/condition when removed from container							
a. DATE (YYYYMMDD)				○	(e) Release of custody by discharge stowage							
b. SIGNATURE OF OWNER OR AGENT				*	(f) POD use (Optional)							
c. NAME OF AGENT (Last, First, Middle Initial) (Print)												
d. STREET ADDRESS												
e. CITY, STATE, AND ZIP CODE												
Retain this form for proof of shipment for return transport at government expense or proof of POV Import Control Program participation. 31. AFTER INITIAL INSPECTION, RECORD ONLY MARKS EXPOSING BARE METAL AND/OR STRUCTURAL DAMAGE.												
												
				32. ENTRY NUMBER (US Customs use only)								
POV CONDITION CODES	BE - Bent BR - Broken CH - Chipped	CR - Cracked DE - Dent GO - Gouged	LO - Loose MA - Matted MG - Missing	MI - Mildewed PF - Paint Faded RS - Rusted	RJ - Rubbed SC - Scratched SO - Soiled	TO - Torn WO - Badly Worn						
33. INTERIOR CONDITION		CODE	34. ACCESSORIES		IN BOX	LOOSE	35. PROCESSING SERVICE					
a. FRONT SEATS			a. CATALYTIC CONVERTER/PELLETS				a. ADD/DRAIN FUEL					
b. REAR SEAT			b. SIDE MIRRORS				b. CONNECT/DISCONNECT BATTERY					
c. REAR MIRROR			c. ANTENNA				c. PACK ACCESSORIES					
d. FRONT SEAT BELTS			d. FAN BELT				d. OTHER					
e. REAR SEAT BELTS			e. FENDER SORTS									
f. ASH TRAYS			f. FIRE EXTINGUISHER									
g. FLOOR MATS			g. FIRST AID KITS									
h. DOOR PANELS			h. CIGARETTE LIGHTER									
i. ARM RESTS			i. HAND TOOLS/FLASHLIGHT									
j. REAR SPEAKERS (Additional)			j. MUG CAPE									
k. CUSHION			k. JACKLING WRENCH									
l. UPHOLSTERY			l. JUMPER CABLES									
m. RADIO (AM, FM, Tape)			m. LUGGAGE RACK									
n. CB RADIO			n. BLANKET									
o. CARPET			o. WARNING TRIANGLE/TROUBLE LIGHT									
p. CLOCK			p. SPARE TIRE									
36. DOD POV IMPORT CONTROL PROGRAM (X appropriate box for all vehicles)												
a. THE VEHICLE DESCRIBED ABOVE:												
(1) Does not have a manufacturer's label affixed certifying its conformance with US EPA emission standards. (Bonding with US Customs required.)												
(2) Does not have a manufacturer's label affixed and is pre 75 diesel powered or pre 68 gasoline powered vehicle and is not regulated under CAA.												
(3) Was certified as meeting US EPA emission standards without using a catalyst or was shipped overseas prior to 1 March 1976.												
(4) Requires a catalyst and/or operable oxygen sensor to meet US EPA emissions standards. (Select appropriate options under Import or Export sections.)												
b. IMPORT (If POV is equipped with an oxygen sensor, option 3 may also have to be marked.)												
(1) The catalyst was removed prior to use overseas and:												
(a) Has been reinstalled prior to shipment. (Proof of installation required.)												
(b) Will be reinstalled in accordance with the EPA Waiver.												
(2) The catalyst was not removed prior to use overseas and:												
(a) A new catalyst has been installed prior to shipment. (Proof of installation required.)												
(b) A new catalyst is accompanying the vehicle and will be installed in accordance with the EPA Waiver.												
(3) This POV requires an oxygen sensor to meet US EPA emissions standards and:												
(a) An operable sensor has been installed prior to shipment. (Proof of installation required.)												
(b) An operable sensor is accompanying the vehicle and will be installed in accordance with the EPA Waiver.												
(c) No replacement catalyst and/or operable oxygen sensor is accompanying this vehicle. The owner must post bond with US Customs prior to vehicle release at the US Port of Entry, except if a NEW catalyst and/or oxygen sensor is presented to Customs prior to the release of the vehicle.												
c. EXPORT (If POV is equipped with an oxygen sensor, X as applicable.)												
(1)	Catalyst		Oxygen sensor has been removed and is accompanying the vehicle.									
(2)	Catalyst		Oxygen sensor will be removed at the overseas port prior to using loaded gasoline.									
(3)	Catalyst		Oxygen sensor will be replaced overseas just prior to turn-in or a new catalyst/oxygen sensor will accompany the vehicle when it is returned to the US.									
(4) The vehicle owner does not desire to participate in the DOD POV Import Control Program. (Bond with US Customs required upon return.)												

DD FORM 788, SEP 1998

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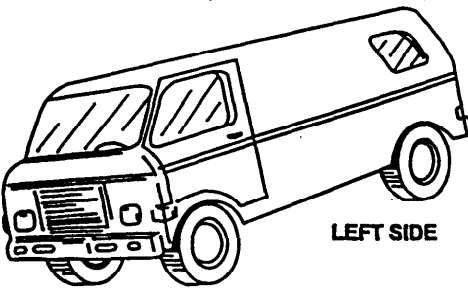
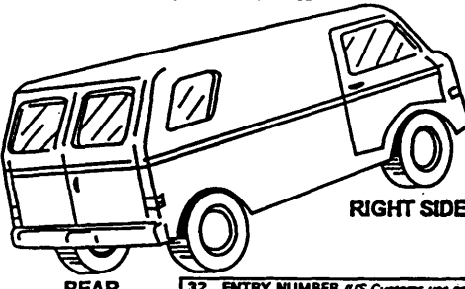
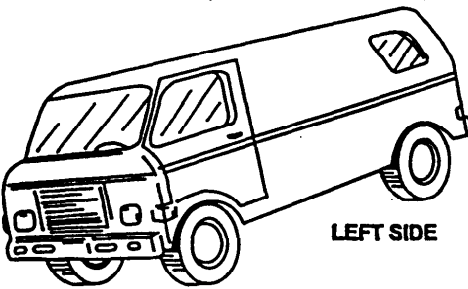
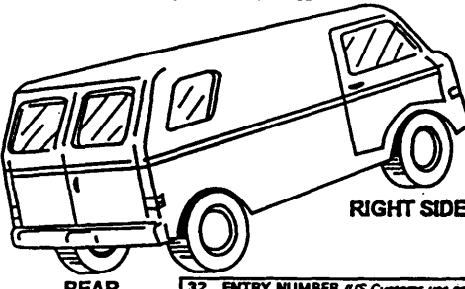
Designed using Perform Pro, WHE/OOR

Figure 408-1. DD Form 788, Private Vehicle Shipping Document.

CONDITIONS GOVERNING SHIPMENT	
<p><b>I UNDERSTAND AND ACCEPT THE TERMS UNDER WHICH THIS VEHICLE WILL BE TRANSPORTED OVERSEAS AS SET FORTH IN EXISTING REGULATION, I.e.:</b></p> <div style="display: flex; justify-content: space-between;"> <div style="width: 48%;"> <p>1. That only one (1) privately-owned vehicle is being transported overseas under permanent change of station orders for the owner and/or his family as personal property, and that it is free of any legal encumbrance that would preclude its shipment and is not intended for resale. Owner must also retain a second (extra) set of keys.</p> <p>2. That this vehicle contains no personal property in excess of that authorized in regulations of the Service concerned. I further understand that personal property shipped will only include those items that can fit in the container normally provided for vehicular tools and accessories.</p> <p>(3) That no land transportation is authorized at Government expense except as specified in Section 12 of the Missing Persons Act, as amended, and 10 USC Section 2634(a).</p> </div> <div style="width: 48%;"> <p>(4) That failure of the owner to provide sufficient permanent type antifreeze to protect the cooling system to minus 20 degrees F (or lower if determined to be necessary by the shipping port) relieves the Government of any liability for damage due to freezing.</p> <p>THIS CERTIFICATE constitutes authority for the placing in available storage chosen by the port, at the complete expense of the owner and at no cost whatsoever to the Government, the vehicle herein property of above named owner, (1) by the port of embarkation in the event that shipment of privately-owned vehicles therefrom is suspended or terminated because of a national emergency, and (2) by the port of debarkation in the event that the automobile is not picked up by the owner or his agent within forty-five (45) days after dispatch of the notification of its arrival.</p> <p>I further understand that should the vehicle be placed in such storage, the Government, thenceforth, would not be responsible for its release or return to the owner or agent.</p> </div> </div>	
<b>37. DELIVERY RECEIPT</b>	
<b>a. EXCEPTIONS</b>	
(1) BY OWNER	(2) VERIFICATION OR DISAGREEMENT WITH REASONS
<b>b. TERMINAL SERVICE - PICKUP (X as applicable. If unsatisfactory, specify.)</b> <div style="display: flex; justify-content: flex-end; align-items: center; gap: 20px;"> <input type="checkbox"/> SATISFACTORY             <input type="checkbox"/> UNSATISFACTORY           </div>	
<b>38. MISCELLANEOUS INFORMATION</b>	
<b>39. I HEREBY ACKNOWLEDGE RECEIPT OF MY VEHICLE IN THE CONDITION IN WHICH I TURNED IT IN TO THE U.S. GOVERNMENT REPRESENTATIVE FOR TRANSHIPMENT, EXCEPT AS NOTED ABOVE.</b>	
<b>a. SIGNATURE OF OWNER OR AGENT</b>	<b>b. DATE (YYYYMMDD)</b>
<b>40. SIGNATURE OF VERIFYING U.S. GOVERNMENT REPRESENTATIVE</b>	<b>41. NAME OF PORT</b>

DD FORM 788 (BACK), SEP 1998

Figure 408-1. DD Form 788, Private Vehicle Shipping Document.

PRIVATE VEHICLE SHIPPING DOCUMENT FOR VAN															
TCMD DATA		1. DOC ID (1-3) TP1	2. CONTAINER NO. (4-8)	3. CONSIGNOR (9-14)	4. COMM-EX (15-18)	5. POE (21-23)	6. POD (24-26)	7. PACK (28-29)							
8. TRANSPORTATION CONTROL NUMBER (30-46)				9. CONSIGNEE (47-62)		10. RDO (64-66)	11. TR ACCOUNT (68-71)	12. PIECES (69-71)		13. WEIGHT (72-76)					
14. CUBE (77-78)		15. DOC ID (1-3) TP8	16. POV YR, MAKE (9-14)		17. OWNER'S LAST NAME (64-66)			18. F & MI (67-68)		19. GRADE (69-70)					
20. STATE (71-72)		21. LICENSE NUMBER (73-77)		21. COLOR (78-80)		22. BODY TYPE		23. VEHICLE IDENTIFICATION NUMBER							
24. ODOMETER READING			25. VESSEL (Voyage Number)			26. AUTHORIZATION CHARGES PAID, ETC.			27. DATE LOADED (YYYYMMDD)						
28. STOWAGE LOCATION				29. BILLING ADDRESS FOR NOTIFICATION PURPOSES											
30. Inspected in my presence, condition acknowledged as marked below, and conditions governing shipment on back accepted.  a. DATE (YYYYMMDD)  b. SIGNATURE OF OWNER OR AGENT  c. NAME OF AGENT (Last, First, Middle Initial) (Print)  d. STREET ADDRESS  e. CITY, STATE, AND ZIP CODE				f. (1) USER CODE		(2) INSPECTION		(3) DATE (YYYYMMDD)		(4) INSPECTOR'S PRINTED NAME (Last, First, Middle Initial)					
				X		(a) Turn in Joint Inspection - owner/agent & Government representative									
				T		(b) POE use (Optional)									
				□		(c) POE check in stow/condition when stuffed in container									
				◇		(d) POD check in stow/condition when removed from container									
				○		(e) Release of custody by discharge stow/dore									
				*		(f) POD use (Optional)									
Retain this form for proof of shipment for return transport at government expense or proof of POV Import Control Program participation. 31. AFTER INITIAL INSPECTION, RECORD ONLY MARKS EXPOSING BARE METAL AND/OR STRUCTURAL DAMAGE.															
<div style="display: flex; justify-content: space-around; align-items: flex-end;"> <div style="text-align: center;">   <b>FRONT</b> </div> <div style="text-align: center;">   <b>REAR</b> </div> <div style="text-align: center;">   <b>LEFT SIDE</b> </div> <div style="text-align: center;">   <b>RIGHT SIDE</b> </div> </div>															
32. ENTRY NUMBER (US Customs use only)															
POV CONDITION CODES		BE - Bent BR - Broken CH - Chipped		CR - Cracked DE - Dent GO - Gouged		LO - Loose MA - Marred MG - Missing		MI - Mildewed PF - Paint Faded RS - Rusty		RU - Rubbed SC - Scratched SO - Soiled		TO - Torn WO - Body Worn			
33. INTERIOR CONDITION				CODE	34. ACCESSORIES				IN BOX	LOOSE	35. PROCESSING SERVICE			POE	POD
a. FRONT SEATS					a. CATALYTIC CONVERTER/PELLETS						a. ADD/DRAIN FUEL				
b. REAR SEAT					b. SIDE MIRRORS						b. CONNECT/DISCONNECT BATTERY				
c. REAR MIRROR					c. ANTENNA						c. PACK ACCESSORIES				
d. FRONT SEAT BELTS					d. FAN BELT						d. OTHER				
e. REAR SEAT BELTS					e. FENDER BIGHTS										
f. ASH TRAYS					f. FIRE EXTINGUISHER										
g. FLOOR MATS					g. FIRST AID KIT										
h. DOOR PAMBLE					h. CIGARETTE LIGHTER										
i. ASH RESTS					i. HAND TOOLS/FLASHLIGHT										
j. REAR SPEAKERS (Additional)					j. MUD CAPS										
k. CUSHION					k. JACKING WRENCH										
l. UPHOLSTERY					l. JUMPER CABLES										
m. RADIO 8445, FM, Tape					m. LUGGAGE RACK										
n. CB RADIO					n. BLANKET										
o. CARPET					o. WARNING TRIANGLE/TROUBLE LIGHT										
p. CLOCK					p. SPARE TIRE										
36. DOD POV IMPORT CONTROL PROGRAM (X appropriate box for all vehicles) a. THE VEHICLE DESCRIBED ABOVE: <input type="checkbox"/> (1) Does not have a manufacturer's label affixed certifying its conformance with US EPA emission standards. (Bonding with US Customs required.) <input type="checkbox"/> (2) Does not have a manufacturer's label affixed and is pre 75 diesel powered or pre 68 gasoline powered vehicle and is not regulated under CAA. <input type="checkbox"/> (3) Was certified as meeting US EPA emission standards without using a catalyst or was shipped overseas prior to 1 March 1976. <input type="checkbox"/> (4) Requires a catalyst and/or operable oxygen sensor to meet US EPA emissions standards. (Select appropriate options under Import or Export sections.) b. IMPORT (If POV is equipped with an oxygen sensor, option 3 may also have to be marked.) <input type="checkbox"/> (1) The catalyst was removed prior to use overseas and: (a) Has been reinstalled prior to shipment. (Proof of installation required.) (b) Will be reinstalled in accordance with the EPA Waiver. <input type="checkbox"/> (2) The catalyst was not removed prior to use overseas and: (a) A new catalyst has been installed prior to shipment. (Proof of installation required.) (b) A new catalyst is accompanying the vehicle and will be installed in accordance with the EPA Waiver. <input type="checkbox"/> (3) This POV requires an oxygen sensor to meet US EPA emissions standards and: (a) An operable sensor has been installed prior to shipment. (Proof of installation required.) (b) An operable sensor is accompanying the vehicle and will be installed in accordance with the EPA Waiver. <input type="checkbox"/> (4) No replacement catalyst and/or operable oxygen sensor is accompanying this vehicle. The owner must post bond with US Customs prior to vehicle release at the US Port of Entry, except if a NEW catalyst and/or oxygen sensor is presented to Customs prior to the release of the vehicle. c. EXPORT (If POV is equipped with an oxygen sensor, X as applicable.) <input type="checkbox"/> (1) Catalyst <input type="checkbox"/> Oxygen sensor has been removed and is accompanying the vehicle. <input type="checkbox"/> (2) Catalyst <input type="checkbox"/> Oxygen sensor will be removed at the overseas port prior to using leaded gasoline. <input type="checkbox"/> (3) Catalyst <input type="checkbox"/> Oxygen sensor will be replaced overseas just prior to turn-in or a new catalyst/oxygen sensor will accompany the vehicle when it is returned to the US. <input type="checkbox"/> (4) The vehicle owner does not desire to participate in the DoD POV Import Control Program. (Bond with US Customs required upon return.)															

DD FORM 788-1, SEP 1998

PREVIOUS EDITION IS OBSOLETE.

Designed using Perform Pro, WWS/DOR

Figure 408-2. DD Form 788-1, Private Vehicle Shipping Document for Van.

CONDITIONS GOVERNING SHIPMENT	
<p><b>I UNDERSTAND AND ACCEPT THE TERMS UNDER WHICH THIS VEHICLE WILL BE TRANSPORTED OVERSEAS AS SET FORTH IN EXISTING REGULATION, I.e.:</b></p> <div style="display: flex; justify-content: space-between;"> <div style="width: 48%;"> <p>1. That only one (1) privately-owned vehicle is being transported overseas under permanent change of station orders for the owner and/or his family as personal property, and that it is free of any legal encumbrance that would preclude its shipment and is not intended for resale. Owner must also retain a second (extra) set of keys.</p> <p>2. That this vehicle contains no personal property in excess of that authorized in regulations of the Service concerned. I further understand that personal property shipped will only include those items that can fit in the container normally provided for vehicular tools and accessories.</p> <p>(3) That no land transportation is authorized at Government expense except as specified in Section 12 of the Missing Persons Act, as amended, and 10 USC Section 2634(a).</p> </div> <div style="width: 48%;"> <p>(4) That failure of the owner to provide sufficient permanent type antifreeze to protect the cooling system to minus 20 degrees F (or lower if determined to be necessary by the shipping port) relieves the Government of any liability for damage due to freezing.</p> <p>THIS CERTIFICATE constitutes authority for the placing in available storage chosen by the port, at the complete expense of the owner and at no cost whatsoever to the Government, the vehicle herein property of above named owner, (1) by the port of embarkation in the event that shipment of privately-owned vehicles therefrom is suspended or terminated because of a national emergency, and (2) by the port of debarkation in the event that the automobile is not picked up by the owner or his agent within forty-five (45) days after dispatch of the notification of its arrival.</p> <p>I further understand that should the vehicle be placed in such storage, the Government, thenceforth, would not be responsible for its release or return to the owner or agent.</p> </div> </div>	
<b>37. DELIVERY RECEIPT</b>	
<b>a. EXCEPTIONS</b>	
(1) BY OWNER	(2) VERIFICATION OR DISAGREEMENT WITH REASONS
<b>b. TERMINAL SERVICE - PICKUP (X as applicable. If unsatisfactory, specify.)</b> <div style="display: flex; justify-content: flex-end; align-items: center; gap: 20px;"> <input type="checkbox"/> SATISFACTORY           <input type="checkbox"/> UNSATISFACTORY         </div>	
<b>38. MISCELLANEOUS INFORMATION</b>	
<b>39. I HEREBY ACKNOWLEDGE RECEIPT OF MY VEHICLE IN THE CONDITION IN WHICH I TURNED IT IN TO THE U.S. GOVERNMENT REPRESENTATIVE FOR TRANSSHIPMENT, EXCEPT AS NOTED ABOVE.</b>	
<b>a. SIGNATURE OF OWNER OR AGENT</b>	<b>b. DATE (YYYYMMDD)</b>
<b>40. SIGNATURE OF VERIFYING U.S. GOVERNMENT REPRESENTATIVE</b>	<b>41. NAME OF PORT</b>

DD FORM 788-1 (BACK), SEP 1998

Figure 408-2 (Cont'). DD Form 788-1, Private Vehicle Shipping Document for Van.



**Figure 408-3. DD Form 788-2, Private Vehicle Shipping Document for Motorcycle.**

CONDITIONS GOVERNING SHIPMENT	
<p>I UNDERSTAND AND ACCEPT THE TERMS UNDER WHICH THIS VEHICLE WILL BE TRANSPORTED OVERSEAS AS SET FORTH IN EXISTING REGULATION, I.e.:</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 48%;"> <p>1. That only one (1) privately-owned vehicle is being transported overseas under permanent change of station orders for the owner and/or his family as personal property, and that it is free of any legal encumbrance that would preclude its shipment and is not intended for resale. Owner must also retain a second (extra) set of keys.</p> <p>2. That this vehicle contains no personal property in excess of that authorized in regulations of the Service concerned. I further understand that personal property shipped will only include those items that can fit in the container normally provided for vehicular tools and accessories.</p> <p>(3) That no land transportation is authorized at Government expense except as specified in Section 12 of the Missing Persons Act, as amended, and 10 USC Section 2634(a).</p> </div> <div style="width: 48%;"> <p>(4) That failure of the owner to provide sufficient permanent type antifreeze to protect the cooling system to minus 20 degrees F (or lower if determined to be necessary by the shipping port) relieves the Government of any liability for damage due to freezing.</p> <p>THIS CERTIFICATE constitutes authority for the placing in available storage chosen by the port, at the complete expense of the owner and at no cost whatsoever to the Government, the vehicle herein property of above named owner, (1) by the port of embarkation in the event that shipment of privately-owned vehicles therefrom is suspended or terminated because of a national emergency, and (2) by the port of debarkation in the event that the vehicle is not picked up by the owner or his agent within forty-five (45) days after dispatch of the notification of its arrival.</p> <p>I further understand that should the vehicle be placed in such storage, the Government, thenceforth, would not be responsible for its release or return to the owner or agent.</p> </div> </div>	
<b>37. DELIVERY RECEIPT</b>	
<b>a. EXCEPTIONS</b>	
(1) BY OWNER	(2) VERIFICATION OR DISAGREEMENT WITH REASONS
<b>b. TERMINAL SERVICE - PICKUP (X as applicable. If unsatisfactory, specify.)</b> <div style="display: flex; justify-content: flex-end; align-items: center; gap: 20px;"> <input type="checkbox"/> SATISFACTORY           <input type="checkbox"/> UNSATISFACTORY         </div>	
<b>38. MISCELLANEOUS INFORMATION</b>	
<b>39. I HEREBY ACKNOWLEDGE RECEIPT OF MY VEHICLE IN THE CONDITION IN WHICH I TURNED IT IN TO THE U.S. GOVERNMENT REPRESENTATIVE FOR TRANSHIPMENT, EXCEPT AS NOTED ABOVE.</b>	
a. SIGNATURE OF OWNER OR AGENT	b. DATE (YYYYMMDD)
40. SIGNATURE OF VERIFYING U.S. GOVERNMENT REPRESENTATIVE	41. NAME OF PORT

DD FORM 788-2 (BACK), SEP 1998

**Figure 408-3 (Cont').** DD Form 788-2, Private Vehicle Shipping Document for Motorcycle.

FORMAT

(Date)

SUBJECT: Request for Shipment of POV through CONUS Alternate Port

TO: (Origin ITO/TMO)

1. Request authority to ship my POC through           (alternate port)          .  
Vehicle can be delivered to port on           (date)          , for shipment to           (destination)           .

2. Vehicle data is as follows:

- a. Make
- b. State and License No.
- c. Body Type
- d. Year

3. I acknowledge that cost incurred by selection of an alternative port which exceed the regular routing costs will be charged to me.

(Member's name/grade)

(Address)

(Telephone No.)

---

(Origin ITO/TMO)

1<sup>st</sup> Ind

(Date)

SUBJECT: Request for Shipment of POV Through Alternative Port

1. Permission (granted/not granted).

2. Reason(s) not granted.

(ITO/TMO)

**Figure 408-4.** Request for Shipment of POV Through CONUS Alternate Port Format.

## **REQUEST FOR POV SHIPMENT -- CHANGE IN HOME PORT FORMAT**

FROM: TO

TO: CDR MTMC FALLS CHURCH VA//MTPP//

SUBJECT: REQUEST FOR SHIPMENT OF POV - CHANGE OF HOME PORT

1. CHANGE OF HOME PORT: (VESSEL NAME)
2. NUMBER OF VEHICLES:
3. PICKUP DATE:
4. FINAL PICKUP DATE:
5. ORIGIN:
6. DESTINATION:
7. PICKUP POINT:
8. ADD:
9. SPECIAL REQUIREMENTS: (NUMBER OF OVERSIZED POVS BEING SHIPPED, ATTACHED CAMPER SHELLS/CUSTOMIZED CAMPERS OR VANS.)
10. POC/TELEPHONE/FAX ORIGIN:
11. POC/TELEPHONE/FAX DESTINATION:

**Figure 408-5.** Request for POV Shipment -- Change in Home Port Format

## **CHAPTER 409**

### **SHIPMENT PROCEDURES FOR PRIVATELY-OWNED FIREARMS (POFs)**

#### **A. GENERAL**

This chapter provides policies and procedures for movement of a member's privately-owned firearms (POFs), both interstate and import/export to and from the United States.

#### **B. LIMITATIONS AND PROHIBITIONS**

Members desiring to transport or ship a firearm or a destructive device as specified in the National Firearms Act (Title 26, USC, Section 5801, e.g., machine guns, silencers, destructive devices, short barreled rifles, short barreled shotguns, etc.) in interstate or foreign commerce must receive written permission from the Director of the Bureau of Alcohol, Tobacco, and Firearms (ATF), Washington, D.C. 20026.

#### **C. AUTHORIZATION**

1. Shipment of Firearms Within CONUS. Members are authorized to ship all conventional firearms, antique firearms, war trophies, and surplus military firearms, provided the owner is in possession of appropriate licenses and permits or documentation required by law.

2. Exportation of Firearms from the United States. Members are authorized to export all conventional firearms, antique firearms, war trophies, and surplus military firearms, provided the owner is in possession of appropriate licenses, permits, and documentation. All shipments are subject to the restrictions or limitations of each destination area that are published in the PPCIG and respective military service regulations.

3. Importation of Firearms to the United States.

a. Military members are authorized to import to the United States all firearms previously taken out of the United States by the member and those firearms acquired while overseas for the member's personal use. Firearms acquired overseas not previously registered with the ATF are not permitted to be imported to the Customs Territory of the United States. The member must comply with AFT regulations before firearms can be imported. The member may import war trophies and surplus military firearms if authorized by the member's DOD Component. Importation will be to the member's place of residence and will comply with those state and local ordinances.

b. DOD civilian employees are authorized to import to the United States only those firearms that have been certified by U.S. Customs and have been taken overseas by the employees. Firearms acquired by the employee while overseas may not be imported directly to the United States. The employee will contact an authorized dealer in his or her state of residence in the United States to act in his or her behalf to obtain a permit for importation, after which the employee may obtain the firearm directly from the dealer.

#### **D. RESPONSIBILITIES OF MEMBERS**

Members will:

1. Ensure all applicable laws and regulations of the U.S. and its territories, foreign countries, and municipalities are complied with regarding the possession, carrying, registration, and shipment of POFs. (See DOD 5030.49-R and General Instructions of the Personal Property Consignment Instruction Guide Worldwide for additional information.)
2. Obtain and provide copies, upon request, of documentation authorizations, individual licenses, or registration forms for the firearms to be shipped as a part of an authorized personal property shipment.
3. Ensure all firearms are free of explosive charges when turned-over for shipment.

#### **E. APPLICATIONS FOR SHIPMENT OF FIREARMS**

All applications for the shipment of firearms into custom territory of the United States or for shipments that include firearms shall be accompanied by appropriate forms or certificates prescribed by DOD 5030.49R. A separate DD Form 1299 will be executed when the firearm is not to be packed and shipped with the HHG or UB. The make, model, caliber, and serial number of all firearms to be shipped will be listed on the shipment inventory, whether shipped separately or as part of HHG or UB. It is advisable for the member to obtain a Customs Form 4457 (Certificate of Registration) from the nearest U.S. Customs office before shipment from the United States as proof of ownership in the United States. Upon reentry to U.S. Customs territory, the member will provide proof of ownership in the United States. The statement "This shipment contains firearms" will be placed in the Description of Articles block on the PPGBL. Counselor should refer to the PPCIG during counseling.

#### **F. SHIPMENT BY THROUGH GOVERNMENT BILL OF LADING (TGBL) DIRECT PROCUREMENT METHOD (DPM)**

Under federal law, the carrier or contractor will be notified that firearms are being transported.

## **G. SHIPMENT THROUGH THE U.S. POSTAL SERVICE**

1. The U.S. Postal Service may be used as an alternate method of shipment of handguns and other firearms when offered as an official shipment between transportation offices (TOs).

2. Registered mail is required for these shipments.

3. For shipments entering the customs territory of the United States, a PS Form 2966-A, Parcel Post Customs Declaration, must be prepared and affixed to the parcel. The shipment must comply with U.S. Customs certification procedures, i.e., acceptable proof of prior ownership in the United States, the three-firearm limitation exception, or whether firearm is subject to duty, and must comply with ATF requirements.

4. Due to complications that may arise with this method of shipment, TOs must limit use of this service to those situations where the member has departed the area and the shipment could not otherwise be handled through normal shipping methods. Problems which may occur are: lack of adequate storage capability at the destination TOs, inability to effect tracer action until 60 days after shipment was made, and postal service liability rules.

## **H. REPORTING DISCREPANCIES**

Carriers, TOs, and members discovering theft, attempted theft, or non-receipt of firearms will report the incident immediately to their activity commander, appropriate DOD Component investigative service, and HQ MTMC/MTOP-O and MTPP-HQ. This report will contain the origin and destination of the shipment; the member's name, rank, and military service; a description and serial number of the firearm; law enforcement agencies notified; and all other information concerning the incident. DOD Components will establish procedures to ensure appropriate information is submitted through provost marshal or security officer channels to the National Crime Information Center and to the DOD central registry upon discovery of loss, theft, or recovery of lost or stolen firearms.





## **CHAPTER 410**

### **SPECIALIZED PROCEDURES**

#### **A. SHIPMENT IN-TRANSIT VISIBILITY AND TRACING POLICY**

1. The carrier shall provide in-transit visibility (ITV) service for DOD personal property shipments upon request and at any point during the shipment. The ITV system shall have the capability to monitor and report movement progress of any shipment under the carrier responsibility. The carrier shall report to the destination TO all anticipated late shipments, including the original RDD, new estimated time of arrival (ETA), present location, and reason for delay.

2. The carrier shall trace shipments upon customer or government request and provide response within 24 hours on domestic shipments and within 120 hours on international shipments. Tracing requests shall contain the government bill of lading number and, if applicable, the transportation control number (TCN).

3. If a carrier fails to trace a shipment, the destination TO may request immediate suspension action from the origin TO. The destination TO should contact the origin TO and origin servicing MTMC command and provide the following information:

- a. Member's name and SSAN.
- b. Carrier's name and SCAC code.
- c. TCN and GBL number.
- d. Origin and destination TO.
- e. Method of shipment.
- f. Date of pick up and RDD.
- g. Tracing TO will provide the date and time of tracing request to the carrier.
- h. Information concerning request for suspense action taken by the TO for non-response by the carrier.
- i. POC, including name, commercial/DSN telephone number, and commercial/DSN Fax number.

4. When shipments are moving by DPM, the destination TO will trace with the origin TO and inform the origin service MTMC command. The tracing TO will provide all the information that is available based upon paragraph A.3., above.

## **B. LOSS AND DAMAGE**

1. Purpose and Scope. This section establishes procedures and provides guidance concerning claims for loss or damage to personal property shipments and documents required for processing and adjudication of claims by military service claims offices.

2. Report of Loss or Damage. The military member shall be counseled to:

a. Contact the TO for any assistance required at time of delivery and for any supporting documents required in processing a claim.

b. In conjunction with the carrier, complete Section B and sign the DD Form 1840 at the time of delivery.

c. Retain (3) signed and completed copies of the DD Form 1840.

d. If additional loss/damage is discovered, annotate on the DD 1840R. Submit all three copies of the completed DD Forms 1840 and 1840R to the appropriate claims office within 70 calendar days.

3. Notice of Loss or Damage, DD Form 1840 (Figure 410-1).

a. When the PPSO is notified of loss or damage, the PPSO shall:

(1) Retain the carrier provided copy of the DD Form 1840.

(2) Conduct inspection for loss or damage upon request by service member or military service claims office within 10 workdays of request and prepare the DD Form 1841 (Government Inspection Report).

(3) Upon request provide a copy of the PPGBL and any other shipment documents to assist member in a filing a claim.

(4) Contact the TO for any assistance required at time of delivery and for any supporting documents required in processing a claim.

b. Claims offices will return one copy to member acknowledging receipt for use in filing claim; provide one copy to the carrier for notice of additional loss and/or damage; retain one copy for filing within the claims office; and send a legible copy of the DD Form 1840R to the destination TO, as specified in block 20 of the PPGBL. DD Form 1840R may be batch-mailed to the destination TO at least weekly.

4. Distribution of Government Inspection Report, DD Form 1841 (Figure 410-2). The original shall be forwarded to the appropriate claims judge advocate or investigating officer, with all required supporting documents below.

- a. One copy shall be provided to the member.
- b. One copy shall be retained by the TO.
- c. One copy furnished the origin TO.
- d. One copy furnished the carrier assigned on the PPGBL.

### **C. INCONVENIENCE CLAIMS**

1. The carrier shall pay the customer an inconvenience claim with a missed pick up, a missed RDD, or missed confirmed SIT delivery date causing inconvenience to the customer who requests reimbursement for the expenditure of personal funds for out-of-pocket expenses for lodging, meals, rental/purchase of household necessities, and other directly related miscellaneous expenses that the member has not been reimbursed by the government. The customer will support requests for reimbursement with original receipts. The carrier's inconvenience liability shall not exceed the local DOD per diem rate. The carrier is not liable for delays caused by acts of God, acts of public enemy, acts of public authority, mob interference, or through the fault of the government.

2. The carrier shall acknowledge receipt of the claim to the customer and/or TO within 15 calendar days of date of customer's and/or TO's request. Payment shall be made within 30 calendar days of customer's and/or TO's request. Disputes between customer and carrier shall be elevated to the TO for resolution. If local resolution cannot be reached, the claim may be referred to HQ MTMC for final determination. If carrier refuses to resolve the claim, the claims officer will send claim to the appropriate DOD Component payment center for set-off action.

3. The member should be cautioned that out-of-pocket costs claimed shall be for bona fide expenditures over and above what would normally be expended if the shipment had been picked up or delivered on the agreed upon dates. Care shall be exercised by the member to select hotels or motels that do not exceed the local per diem rates. Additionally, the rental or purchase cost of tangible household items shall be reasonable and relate directly to relieving a definite hardship being suffered by the member or the member's dependents.

### **D. UNUSUAL OCCURRENCE**

1. This section describes procedures to be followed to provide traffic management support whenever an unusual occurrence as described below occurs. This section applies to all modes and methods of transportation and storage discussed in this regulation. The provisions apply to the shipment and storage of personal property in CONUS and overseas areas. These provisions apply to all unusual occurrences including, but not limited to, the following:

- a. Acts of God/natural disasters (such as floods, fires, storms, earthquakes).
- b. Strikes, labor disputes, work stoppages.

- c. Civil disturbances.
- d. Unlawful entries, vandalism, theft.
- e. Seizure of a carrier's/contractor's facility for failure to pay just debts.
- f. Closure of a carrier's/contractor's facility due to a court order.
- g. Carrier service failure/cessation of operations/bankruptcy. (See paragraph F.)

2. Actions to be Taken by TOs. TOs who receive notification of an unusual occurrence (as defined above) shall comply with the following actions, as appropriate:

a. Immediately notify the applicable DOD Component and applicable MTMC component command. Once received, the MTMC component command will notify HQ MTMC/MTOP-O. When the unusual occurrence has, or can be expected to have, an adverse effect upon the movement or storage of personal property, notification should be by telephone with immediate follow-up by electronic means. The report shall include the following information, as applicable.

- (1) Type and date of the unusual occurrence.
- (2) Extent of known damage.
- (3) Geographic areas currently affected and/or those that may be affected.
- (4) Military installations affected.
- (5) Names and addresses of all facilities affected and those that may be affected. Include TGBL carrier/agent facilities, NTS facilities, and DPM contractor's facilities.
- (6) Number of shipments involved by military service.
- (7) Current locations of the affected shipments.
- (8) Destination of the affected shipments.
- (9) Additional information unique to a strike situation.

b. The TO will provide support and request additional base agencies to support any and all actions identified in paragraph D.1.a, above. However, during occurrences effecting an installation, normally the on-scene commander takes charge to provide protection to all effected resources under government control or under control of a government contractor.

c. In the event that a DOD-approved personal property facility or equipment used in commerce has been effected by the occurrences identified in paragraph D.1.a, the TO and the carrier, with support of the claims personnel, if available, will:

- (1) Determine the extent of damage, photograph conditions, record findings.
- (2) Determine items that may be salvaged and those that require unpacking, drying, cleaning, repacking, etc.
- (3) Where appropriate, contact the members involved and give them the opportunity to inspect their property and provide disposition instructions (i.e., discard, deliver to residence, etc.).
- (4) When members are not available to inspect their damaged shipments, determine what items are damaged beyond repair/salvage. Damaged beyond repair items, other than those with intrinsic or sentimental value, will be disposed of with Staff Judge Advocate/claims office approval. Notify the member in writing of the loss and provide instructions to file a claim.
  - (a) The line-haul carrier involved is responsible for the removal/disposal of that property damaged beyond repair.
  - (b) If no carrier is involved, TO will dispose of property in accordance with applicable military service disposal/salvage regulations. Where items can be repaired/salvaged, notify the member and request instructions on repair/disposal. Do not dispose of damaged reparable property without the member's consent.
- (5) Contact the local SJA/claims office for instructions concerning personal property that is damaged while en route to final destination.
- (6) Provide member with as much evidence as available to support member's claim.

d. For the following unusual occurrences, PPSO personnel are responsible for verifying that carriers/agents/contractors have completed the following actions as applicable:

- (1) Theft/Vandalism.
  - (a) Notify the appropriate law enforcement agency(s).
  - (b) Provide 24-hour security.
  - (c) Advise insurance company.
  - (d) Ensure security devices (doors, locks, etc.) are properly replaced/ repaired.
  - (e) Ensure structural damage is repaired.

(f) Provide a detailed report of loss/damage.

(g) As necessary, begin unpacking/repacking of affected goods. Opened cartons will be repacked, resealed and marked "inspected."

(h) Clean/repair items as necessary. Records will be kept of all items sent out for repair, dry-cleaning, etc.

(i) Obtain a copy of the police report.

(j) Prepare a written report within 10 working days (or as otherwise directed by the PPSO) of all known facts and events in chronological order. Include a statement from each employee involved.

(2) Flood/Storm/Water or Fire/Smoke Damage.

(a) Take actions necessary to prevent additional damage.

(b) Provide 24-hour security.

(c) Advise insurance company.

(d) Begin unpacking, inspecting, drying, and repacking of affected goods. Cartons opened will be repacked, resealed and marked "inspected."

(e) Clean/repair items as necessary. Records will be kept to identify all items sent out.

(f) No items will be discarded until advised to do so by the PPSO.

(g) Provide a detailed report of loss or damage.

(h) Prepare a written report within 10 working days (or as otherwise directed by the PPSO) of all known facts and events in chronological order. Include a statement from each employee involved.

(i) Obtain a copy of the fire inspector's report, if applicable.

e. Areas Disrupted by a Strike or Work Stoppage.

(1) In addition to the information required in paragraph D.2.a.(1), also provide the following:

(a) Labor and management contacts.

(b) Main issue in dispute.

- (c) Date disruption began or may begin.
- (d) Local union involved, names and telephone numbers of union officials.
- (e) Preliminary evaluation of the situation.

(2) Impartiality in Merits of Labor Disputes. The FAR specifies that military representatives shall remain impartial in labor disputes. They shall refrain from taking a position on the merits of any labor dispute and shall refrain from the conciliation, mediation, or arbitration of such disputes. The TO, however, should establish and maintain contact with appropriate individuals involved in disputes to ensure that they are taking all possible actions to avoid delays and stoppages in the movement of personal property. If possible, the TO shall attempt to obtain a voluntary agreement between management and labor that will permit the continued movement of personal property shipments during the labor dispute. If a general agreement cannot be reached, the TO shall seek an agreement for the movement of those shipments required to relieve hardships imposed upon military members. In either case, the PPSO's actions may not involve, or appear to involve, the TO in the merits of the dispute.

3. Actions to be Taken by Installation Commanders. The commander of an installation in an area by a strike, embargo, or work stoppage shall determine those affected shipments that will cause extreme personal hardship to the member and will require special arrangements for release or delivery. Names of the members and the reasons, in detail, for the declared hardships shall be furnished to the appropriate MTMC component or MTMC designated representative. Air Force TOs shall include the applicable MAJCOM as an information addressee. Before identifying an affected shipment as a hardship case, coordinate with the installation commander to attempt to provide the member or the member's family whatever resources may be available, including Government household furnishings and other light housekeeping items, to alleviate the potential hardship. In addition to notification of hardship cases, specify whether military personnel and equipment under control of the installation will be made available to remove such shipments from the affected facilities.

4. Actions to be Taken by MTMC Components or MTMC Designated Representatives. Upon notification of an emergency condition affecting or expected to affect the movement or storage of personal property shipments, the following actions shall be taken, as appropriate:

- a. Immediately notify USTRANSCOM J4, HQ MTMC/MTPP, and the DOD Components of the nature of the unusual occurrence, the extent of the disruption and the area affected. When warranted by the nature of the situation or at the request of USTRANSCOM or Commander, HQ MTMC, submit periodic progress reports pending return of the areas to a normal condition.
- b. Provide immediate traffic management guidance to the TO nearest the site of the occurrence where necessary and ensure compliance with the provisions of paragraph D.2.a.
- c. Advise all TOs and military ocean and air terminals of the nature of the occurrence and the capability of installations in the affected area to receive personal property shipments.

d. Provide instructions for disposition of shipments currently in transit to the affected areas.

e. Provide assistance to the responsible TOs in the diversion or reconsignment of personal property shipments to temporary storage areas and direct the relocation of personal property shipments, as required.

f. Authorize the TO to use carriers' and carriers' agents' facilities located outside the areas of responsibility to prevent service failures.

g. During a strike or work stoppage, appoint a strike coordinator to maintain contact with the TO, union officials and management to assist in the movement of hardship cases. Upon notification from a TO that a member's frustrated shipment has been declared a hardship, prepare a message to the Commander, HQ MTMC, Attn: MTPP (information copies to the military service headquarters responsible for the installation) including, but not limited to, the following:

(1) A statement that the commander of the affected installation has determined that hardship exists. For each hardship case, provide the member's name, rank, SSAN, and branch of service, and describe in detail the existing hardship.

(2) Notification of whether the commander of the affected installation will provide, as required, military personnel and equipment to remove shipments from the affected facilities to alleviate hardship cases.

(3) Notification that union and management officials agree to removal of such shipments by military personnel and equipment.

(4) A statement that a uniformed military officer and a union representative shall be present during removal of personal property shipments and that the use of force or the appearance of force shall be avoided, as well as any action that might affect ongoing labor negotiations. In the event of difficulty, removal efforts shall be suspended and military personnel removed, and the situation shall be reported to the Commander, HQ MTMC. The concurrence of the responsible SJA shall be secured before the above message is released.

5. HQ MTMC in Conjunction with JAG and USTRANSCOM. Upon receiving notification of an emergency condition that affects, or can be expected to affect, the movement or storage of personal property shipments, HQ MTMC, in coordination with the Judge Advocate General (JAG) office and USTRANSCOM, shall:

a. Issue specific instructions to responsible elements to ensure the continued movement and security of personal property shipments when a major unusual occurrence encompasses a widespread area.

b. Issue worldwide instructions for disposition of shipments destined to affected areas where restrictions on incoming shipments have been imposed.



c. Provide necessary guidance for the release and movement of shipments to alleviate reported hardship cases.

d. Advise each military service headquarters of the number of shipments involved, by service, and provide information about the status of each shipment.

e. Request approval of the assistant secretary of the military department responsible for an affected installation, to use installation vehicles and uniformed personnel for removal of shipments required to alleviate hardship cases.

f. Issue specific guidance and instructions to responsible elements to minimize the effects upon the movement of personal property in the event of an unusual occurrence involving major segments of the transportation industry (such as longshoremen or maritime strikes).

g. Comply with the provision of the MTMC Emergency Traffic Management Plan.

h. Coordinate with the military services the diversion to other codes/modes those personal property shipments in jeopardy of missing the RDD.

6. Direct the carrier or warehouseman to take immediate action to account for, secure, protect, and control all shipments.

#### **E. PERSONAL PROPERTY SHIPMENTS OF DECEASED MEMBERS**

1. Policy. This section sets forth policy and procedures for transportation of personal property of deceased members. It prescribes procedures to be followed at both origin and destination and designates responsibilities for notification and shipment monitoring. This section applies to all methods and modes of shipment of personal property for deceased members. For guidance on entitlements, processing, and preparation for shipment, the sponsoring military service regulation and the JFTR, para U5372-H and JTR, para C6059 shall apply.

2. BLUE BARK Designation. The term "BLUE BARK" shall be used to designate a personal property shipment of a deceased member, or deceased dependent of a member.

3. Documentation required to support the movement of personal property belonging to a deceased member is identified in Chapter 401, paragraph I.3.f. TOs will coordinate with the casualty assistance officer/mortuary officer to ensure they have complied with the appropriate DOD Component publication concerning BLUE BARK prior to arranging or effecting for the movement of personal property.

4. Origin TO. In the case of a BLUE BARK shipment, origin TO shall:

a. Mark the words "BLUE BARK" in a conspicuous place on all shipping documents.

b. Notify the destination TO by electronic means of the impending BLUE BARK shipment. The destination TO will be provided, as a minimum, the consignee's name and address, the RDD, and the name of the carrier to which the shipment was tendered.

c. Send copies of all documentation (annotated with the term "BLUE BARK") to the destination TO. Advance documentation shall be provided in a timely manner to allow the destination TO sufficient time to contact the carrier and consignee before arrival of the shipment.

d. The destination TO shall:

(1) Contact the destination agent and the consignee upon receipt of advance documentation to effect coordination of the delivery.

(2) Inform the appropriate casualty assistance officer (if known) of the projected shipment delivery.

(3) Inspect the shipment upon delivery and remain at the delivery site to record damages and provide assistance.

#### **F. CARRIER FAILURE/BANKRUPTCY PROCEDURES**

1. HQ MTMC will establish internal procedures in order to take action to protect the U.S. Government and the property belonging to DOD Component's uniformed members and civilian employees in all carrier failure and bankruptcies

##### **2. Action Taken by TOs.**

a. Identify/locate all shipments frustrated in their area of responsibility (i.e., origin, en route, destination).

b. Provide MTMC component command with a list of all shipments which have not arrived at destination. Once the information is received, the MTMC component command will notify HQ MTMC/MTPP/MTOC-Q.

c. Comply with MTMC instructions to effect onward movement and issue all documentation necessary to complete movement of shipments frustrated in their AOR (to include those shipments at origin or destination port agent facilities ready for onward movement).

d. International shipments frustrated at a commercial ports due to nonpayment of charges will be moved using HQ MTMC OTOs. TOs issuing the documentation for the onward movement will be designated by the OTO issuing activity.

e. Upon issuance of documentation, provide HQ MTMC/MTPP copies of all documentation to support movement.

f. TOs, upon notification from HQ MTMC to terminate shipments of bankrupt carrier, should immediately attempt to locate all shipments within their AOR.

(1) Shipments Still at Origin.

(a) Shipments that have been booked but PPGBL has not been issued should be rebooked with another carrier.

(b) Shipments that have been booked, PPGBL issued, but no origin services have been performed will be pulled back and rebooked with another carrier. Cancel the original PPGBL and issue a new PPGBL. Advise member of the change in carrier, if possible.

(c) PPGBL issued, shipment picked up and at the origin agent's facility should be pulled back and rebooked with another carrier represented by the same agent. The new carrier will not be charged tonnage. State in remarks block of GBL rational for cancellation and cross reference GBLs.

(2) Shipments at Destination.

(a) Shipments at the Destination Agent's Facility. Terminate at destination by issuing a GBL Correction Notice, SF 1200, effective the date shipment was received by the destination agent. State in the remarks section, "PPGBL terminated at destination agent due to the (i.e., non-use, disqualification, etc.) of (carrier name)." ITGBL shipments moving under single factor rates that include unpacking, show SFR reduction for nonperformance of unpacking as applicable, i.e., "ITGBL Rate Solicitation number (state applicable number) applies (\$\_\_\_\_\_) per (net or gross) cwt reduction to SFR." HHG containers which are the property of (carrier name) will be made available to the (carrier name) agent upon delivery of the shipment." Use the DPM contractor for all further services or pay the destination agent for services performed as follows:

1 Army, Air Force, Navy, and Coast Guard: Pay the destination agent on a local purchase order or blanket purchase agreement.

2 Marine Corps: Destination agent should submit an invoice for services performed to the destination TO for certification and then forward the invoice to the Commanding General, Marine Corps Logistics Base (Code 470), Albany GA 31704, for payment with a copy of the DD 1299, Orders; DD 619, GBL Correction Notice; and terminated PPGBL.

(b) Shipments Held by a Line-haul/Flatbed/Motor Freight Carrier at Destination for Payment of Line-Haul Charges.

1 The destination TO will terminate the original PPGBL at the point where the delivering line-haul carrier picked up the shipment, i.e., destination port, by issuing a GBL Correction Notice (SF 1200). State in the remarks section, "PPGBL terminated at (state point where shipment was terminated) due to the (i.e., non-use, disqualification, etc.) of (carrier name)." "(Carrier name) can bill for services performed to (state point where shipment was terminated)." Issue a new PPGBL to the line-haul carrier that moved the shipment to destination

showing the origin (Block 19) as the point where the line-haul carrier picked up the shipment, and Consignee (Block 18) as the DPM contractor at destination. In "Remarks" Block 25 of the new PPGBL, annotate the following: "Onward movement of frustrated shipment due to (*i.e., non-use, disqualification, etc.*) of (*carrier name*)," and "HHG containers which are the property of (*carrier name*) will be made available to (*carrier name*) agent at destination upon delivery of the shipment." Cross reference the old and new PPGBLs and carrier names on both the GBL Correction Notice and new PPGBL.

g. Intermediate Locations.

(1) Shipments On Hand at Intermediate Locations. The TO responsible for the area where the property is located (to include shipments at origin or destination port or port agent facilities) should terminate the shipment by issuing a GBL Correction Notice, SF 1200, to be effective the date shipment was received. State in remarks section, "PPGBL terminated at (*state point where shipment was terminated*) due to the (*reason for termination, i.e., non-use, disqualification, etc.*) of (*carrier name*). " (*Carrier name*) can bill for services performed to (*termination point*). " Issue a new PPGBL for onward movement using the following instructions.

(a) Shipments at the Destination Port or Destination Port Agent. Tender the shipment as either a DPM shipment or a Code 2 shipment. Issue a new PPGBL to the new carrier to final destination showing origin (Block 19) as the point where the shipment is located. Cross reference the old and new PPGBL and carrier names on both the GBL correction notice and new PPGBL. State in Remarks Section (Block 25) of the new PPGBL, "Onward movement of frustrated shipment due to (*i.e., non-use, disqualification, etc.*) of (*carrier name*)," and, when applicable, "HHG containers which are the property of (*carrier name*) will be made available to (*carrier name*) agent at destination upon delivery of the shipment." If shipment is moved as a Code 2 shipment, state in the Remarks Section (Block 25), "No packing services performed. Carrier can bill for line-haul and services certified by TO." Code 2 carrier must obtain new weight tickets. If shipment is being held by the port agent for payment of port services, arrange for payment to the port agent by local purchase order or if moving via Code 2, a DD Form 619, as applicable. For overseas CPS shipments, the above information will be entered on the freight warrant or other document issued to complete movement to destination.

(b) Shipments at the Origin Port or Origin Port Agent. Tender shipment to a new ITGBL carrier with cost favorable rates from the termination point. In remarks section show the SFR reduction for non-performance of packing as applicable, *i.e., "ITGBL Rate Solicitation number (state applicable number) applies. (\$ \_\_\_\_\_) per (*net or gross*) cwt reduction to SFR."* The new carrier must obtain new weight tickets. State in Remarks Section (Block 25) of the new PPGBL, "Onward movement of frustrated shipment due to (*i.e., non-use, disqualification, etc.*) of (*carrier name*)," and if applicable, "HHG containers which are the property of (*carrier name*) will be made available to (*carrier name*) agent at destination upon delivery of the shipment. Cross reference the old and new PPGBL and carrier names on both the GBL Correction Notice and new PPGBL.

(2) Shipments Held by Line-Haul/Flatbed/Motor Freight Carriers at Origin Port for Payment of Line-Haul Charges.

(a) The TO/port who receives information that shipment is being held at the port will notify the origin TO who will terminate the original PPGBL at the origin agent's warehouse by issuing a GBL Correction Notice, SF 1200. State in the remarks section, "PPGBL terminated at (*name of origin agent*) due to the (*i.e., non-use, disqualification, etc.*) of (*carrier name*).\" (*Carrier name*) can bill for origin services only in accordance with item (*item number*) of ITGBL Rate Solicitation number (*applicable numbers*)."

(b) Origin TO will issue a new PPGBL to a new carrier from origin agent's warehouse to final destination. Advise new carrier that shipment is being held by line-haul/flatbed/motor freight carrier at the origin port (*identify specific location*) and the new carrier will be required to pay the carrier holding the shipment for the line-haul charges to the port and arrange onward movement to final destination. PPGBL Remarks Section (Block 25) should show SFR reduction for non-performance of packing as applicable, *i.e.*, "ITGBL Rate Solicitation number (*state applicable number*) applies. (\$ \_\_\_\_\_) per (*net or gross*) cwt reduction to SFR." Also state in Remarks Section, "HHG containers which are the property of (*carrier name*) will be made available to (*carrier name*) agent at destination upon delivery of the shipment," and "Onward movement of frustrated shipment due to (*i.e., non-use, disqualification, etc.*) of (*carrier name*).\" Cross reference the old and new PPGBLs and carrier names on both the GBL Correction Notice and new PPGBL. New carrier must obtain new weight tickets.

(c) Domestic Shipments Abandoned/Frustrated at a Point En Route to Final Destination. The TO responsible for the area where the shipment is frustrated will terminate the original PPGBL at the point where the shipment is located by issuing a GBL Correction Notice (SF 1200). State in remarks section, "PPGBL terminated at (*termination location*) due to (*reason for termination*) of (*carrier name*).\" (*Carrier name*) can bill for services to (*shipment location*).\" Issue a new PPGBL to a new carrier for movement to final destination showing the origin as the point where shipment is presently located and state in the Remarks Section (Block 25), "Onward movement of frustrated shipment due to (*i.e., non-use, disqualification, etc.*) of (*carrier name*).\" For Code 2 (containerized) shipments, state in remarks section, "HHG containers which are the property of (*carrier name*) will be made available to (*carrier name*) agent at destination upon delivery of the shipment,\" and "No packing services performed. Carrier can bill for line-haul and services certified by TO.\" Cross reference the old and new PPGBLs and carrier names on both the GBL correction notice and new PPGBL. The carrier must obtain new weight tickets.

(3) Domestic Shipments Moving by an Alternate Carrier for (Carrier Name) That Become Frustrated En Route. The TO receiving information that a shipment is being held will notify the origin TO who will cancel the original PPGBL at origin by issuing a GBL Correction Notice. State in remarks block "PPGBL canceled due to (*i.e., non-use, disqualification, etc.*) of (*carrier name*).\" Issue a new PPGBL to the alternate carrier from origin to final destination. Cross reference the old and new PPGBLs on both the GBL Correction Notice and new PPGBL. If alternate carrier does not have rates on file, move under the carrier's commercial tariff. The new carrier must obtain new weight tickets.

(4) Domestic Shipments Moving by an Interline Carrier That Become Frustrated En Route. The TO responsible for the area where the shipment is frustrated will terminate the original

PPGBL at the point where the interline carrier received shipment by issuing a GBL Correction Notice. State in Remarks Section (Block 25), "PPGBL terminated at (*show point where shipment was interlined*) due to the (*i.e., non-use, disqualification, etc.*) of (*carrier name*). " (*Carrier name*) can bill for services to (*show point where shipment was interlined*). "Issue a new PPGBL to the interline carrier showing the origin as the point where the shipment was interlined. State in Remarks Section (Block 25), "Onward movement of frustrated shipment due to (*i.e., non-use, disqualification, etc.*) of (*carrier name*). " For Code 2 (containerized) shipments, state in Remarks Section (Block 25), "HHG containers which are the property of (*carrier name*) will be made available to (*carrier name*) agent at destination upon delivery of the shipment," and "No packing services performed. Carrier can bill for line-haul and services certified by TO." Cross reference the old and new PPGBLs and carrier names on both the GBL Correction Notice and new PPGBL. If interline carrier does not have rates on file, move under the interline carrier's commercial tariff. The new carrier must obtain new weight tickets.

(5) Domestic mobile home or boat tow-away shipments will be handled in accordance with the "Termination of Service" item in the Mobile Home Solicitation.

h. Shipments Detained by Ocean Carriers for Nonpayment of Ocean Charges.

(1) Unless otherwise directed by HQ MTMC/MTPP, the MTMC components/designated representatives will ascertain those shipments being held at the ports in their area of responsibility for nonpayment of ocean charges and will notify HQ MTMC/MTPP-HS to solicit OTO rates. Coordination with HQ MTMC/MTPP-HS may be necessary to determine whether port solicitations or individual shipment OTOs are required. Request for individual OTOs must include the member's name/rank/SSAN, code of service, PPGBL, ADD, origin port, present location of shipment, pieces/weight/cube, ocean carrier/vessel/voyage number, ocean bill of lading number, container number, final destination, and responsible destination TO.

(2) HQ MTMC/MTPP-HS will solicit competitive OTO rates by individual ports or, where volume is limited, by individual shipment rather than by port. Carriers that bid will be required to pay the ocean charges and all other charges that may have accrued (*i.e., demurrage, storage, port handling, drayage, etc.*) and complete movement to final destination.

(3) When the OTO bids have been processed, HQ MTMC/MTPP-HS will provide the applicable destination TOs MTMC components/designated representatives, by message, the names of the carriers selected to move the shipments. If the solicitation is by port, the primary and secondary carriers selected to service each port, their OTO tender number, and the applicable rate information will be provided.

(4) Each destination TO that has shipments in this category will be responsible for issuing all documentation for shipments destined to their activity. If the solicitation is by port, the cognizant MTMC component/designated representative will provide the responsible destination TOs a list of all shipments being held at various ports that are destined to their activity. The list will include the member's name, PPGBL number, origin port, and present location of shipment. Upon receipt of this information, each destination TO will be responsible for issuing the following documents to complete movement of these shipments.

(a) Issue a GBL Correction Notice (SF 1200) to terminate the original PPGBL at the origin port. State in Remarks Section "PPGBL terminated at (*name of origin port*) due to the (*i.e., non-use, disqualification. etc.*) of (*carrier name*). " (*Carrier name*) can bill for services to the origin port only in accordance with items (*item numbers*) of ITGBL Rate Solicitation number (*applicable number*)."

(b) Issue a new PPGBL to the OTO carrier. Cross reference the old and new PPGBLs and carrier names on both the GBL Correction Notice and new PPGBL. In Block 19 of the new PPGBL show the name of the origin port where original PPGBL was terminated and state in the Remarks Section (Block 25) the current location of the shipment (*i.e., Port of Baltimore*). In "Consignee" (Block 18) show the final destination of the shipment. State in "Remarks" Section, (Block 25) "HHG containers which are the property of (*carrier name*) will be made available to (*carrier name*) agent upon delivery of shipment" and "Onward movement of frustrated shipment due to (*i.e., non-use, disqualification. etc.*) of (*carrier name*). All ocean charges, including storage and drayage, will be paid by finance on a submission of a paid invoice." In "Tariff or Special Rate Authorities" Section (Block 31) show the OTO tender number and OTO rate. If solicitation is by port, show the OTO tender number and statement "See Remarks block." In "Remarks" section (Block 25), show the rate information provided by HQ MTMC (MTPP-HS). OTO carrier must obtain new weight tickets. For pickup date, use date PPGBL was issued. Establish RDD based on the pickup date, plus 5 days.

i. Recoupment of Excess Funds Expended by DOD to Compete Movement.

(1) All TOs, immediately upon completion of retendering all frustrated shipments detailed in paragraphs F.2.f. through F.2.h. above, must forward a list of all shipments retendered by their activity to HQ MTMC/MTPP-HQ. The following information should be included in the lists.

- (a) Member's last name, first name, MI;
- (b) Rank;
- (c) SSAN;
- (d) Branch of service;
- (e) Original PPGBL number;
- (f) Name of new carrier;
- (g) New carrier's PPGBL number;
- (h) Paying finance office.

NOTE: If a purchase order or freight warrant was issued to cover payment of services performed, indicate this and provide a copy of the paid bill to HQ MTMC/MTPP-HQ.

(2) HQ MTMC will consolidate all data for their use in the audit of these shipments for recoupment of excess funds expended by DOD to complete movement of shipments.

(3) HQ MTMC will provide the results of the recoupment actions to the military services involved.

**G. EMERGENCIES INVOLVING SHIPMENTS IN NONTEMPORARY STORAGE (NTS) (CONUS)**

1. Purpose and Scope. This subsection prescribes procedures and provides guidance for the notification to the Commander, MTMC, of any incident at a commercial storage facility that affects, or is likely to affect, the storage of personal property. It applies to any incident (such as flood, fire, and unlawful entry) that causes, or is likely to cause, loss or damage to stored personal property. It also applies to bankruptcy proceedings or any adverse actions against or by a contractor that will impede or prevent the removal of goods from storage or result in loss or damage to stored personal property.

2. Actions to Be Taken by Ordering Officers.

a. Upon becoming aware of an incident or situation that is causing, or is likely to cause, loss, damage, or frustration of personal property shipments in NTS, the ordering officer shall immediately notify the responsible MTMC RSMO contracting officer. Incidents or situations to be reported include, but are not limited to, the following:

- (1) Natural disasters (such as floods, fires, and storms).
- (2) Unlawful entries.
- (3) Strikes, work stoppages, or embargoes.
- (4) The seizure of a contractor's facility for failure to pay just debts.
- (5) Closure of a contractor's facility in compliance with a court order.
- (6) Action on the part of the contractor or the contractor's creditors to file a bankruptcy petition.
- (7) Failure on the part of the contractor to fulfill all the terms and conditions of the BOA for storage of HHG and related services (Appendix BH).

b. Notification To Be Furnished to USTRANSCOM and DOD Components. To inform the DOD of unusual circumstances that may result in the filing of a large number of claims for loss or damage to stored personal property shipments, the Commander, MTMC, shall provide each DOD component claims office a copy of the RSMO contracting officer's final report.



JOINT STATEMENT OF LOSS OR DAMAGE AT DELIVERY			
<u>Privacy Act Statement</u>			
<b>AUTHORITY:</b>		The requested information is solicited pursuant to one or more of the following: 5 U.S.C. 301, 31 U.S.C. 3721 et seq., 31 U.S.C. 3711 et seq., and EO 9397, November 1943 (SSN).	
<b>PRINCIPLE PURPOSE(S):</b>		The information requested is to be used in evaluating claims.	
<b>ROUTINE USE(S):</b>		The information requested is used in the settlement of claims for loss, damage or destruction of personal property and recovery from liable third parties.	
<b>DISCLOSURE:</b>		Voluntary; however, failure to supply the requested information or to execute the form may delay or otherwise hinder the payment of your claim.	
<b>GENERAL INSTRUCTIONS:</b> The carrier's/contractor's representative will complete and sign DD Form 1840 and obtain the signature of the member or member's agent. The member or member's agent will not, under any circumstances, sign a blank or partially completed DD Form 1840. Three completed copies of DD Form 1840 and blank DD Forms 1840R will be provided the member or member's agent by the carrier's/contractor's representative for each shipment. If no loss or damage is involved, write "NONE" in description column.			
SECTION A - GENERAL (To be completed by carrier/contractor)			
1. NAME OF OWNER (Last, First, Middle Initial)		2. SOCIAL SECURITY NO.	3. RANK OR GRADE
4. NET WT OF SHIPMENT		5. ORIGIN OF SHIPMENT (City and State/Country)	
6. DESTINATION OF SHIPMENT (City and State/Country)		7. PPGBL/ORDER NUMBER	
8. PICKUP DATE		9. NAME AND ADDRESS OF CARRIER/CONTRACTOR	
10. CODE OF SERVICE	11. SCAC	12. CARRIER/CONTR REF. NO.	
SECTION B - RECORD OF LOSS OR DAMAGE (To be completed jointly by member and carrier's/contractor's representative)			
13. Notice is hereby given to the carrier/contractor to whom this statement is surrendered that the shipment was received in condition as shown below and the claim, if any, will be made for such loss or damage as indicated subject to further inspection and notification to the claims office within 70 days by DD Form 1840R found on the reverse side hereof. THE VALUE INDICATED IN BLOCK 14c IS TO BE USED FOR QUALITY CONTROL ONLY.			
a. Inv. No.	b. Name of item	c. Description of loss or damage (If missing, so indicate)	
14. ACKNOWLEDGMENT BY MEMBER OR AGENT (X and complete as applicable and sign below)		15. ACKNOWLEDGMENT BY CARRIER'S/CONTRACTOR'S REPRESENTATIVE (X and complete as applicable and sign below)	
a. I received my property in apparently good condition except as indicated above. A continuation sheet <input type="checkbox"/> was <input type="checkbox"/> was not used.		a. Property was delivered in apparently good condition except as otherwise noted above.	
b. Unpacking and removal of packing material, boxes, cartons, and other debris <input type="checkbox"/> is <input type="checkbox"/> is not waived.		b. I will initiate tracer action for missing items.	
c. I estimate the amount of my loss and/or damage at \$		c. Name of delivering carrier/agent/contractor	
d. I have received three copies of this form. I understand that I have 70 days to list any further loss and/or damages on the back of this form and give this to the nearest claims office, and that failure to do so may result in my being paid a smaller amount on a claim.		d. Storage in transit? <input type="checkbox"/> Yes <input type="checkbox"/> No	
e. Telephone Number		e. Signature	
f. Date Signed		f. Date Signed	
g. Signature		g. Signature	

<b>GOVERNMENT INSPECTION REPORT</b>		<b>1. PREPARING INSTALLATION</b>	
<b>2. NAME OF PROPERTY OWNER</b>		<b>3. DESTINATION ADDRESS (Street, City, State and ZIP Code)</b>	
<b>4. MODE OF SHIPMENT</b>			
<b>5. PROPERTY SHIPPED</b>		<b>6. DATE OF DELIVERY TO OWNER (YYYYMMDD)</b>	
<b>a. FROM (Include ZIP Code)</b>	<b>b. TO (Include ZIP Code)</b>	<b>c. WEIGHT OF SHIPMENT</b>	<b>d. NUMBER OF PIECES</b>
<b>e. NAME AND ADDRESS OF GOVERNMENT BILL OF LADING CARRIER (Include ZIP Code)</b>		<b>f. GBL NUMBER</b>	
		<b>g. AIRWAY BILL NUMBER</b>	
		<b>h. CARRIER'S BILL OF LADING NUMBER</b>	
<b>i. NAME AND ADDRESS OF WAREHOUSE (If shipment from nontemporary storage) (Include ZIP Code)</b>		<b>j. LOT NUMBER</b>	
		<b>k. SERVICE ORDER NUMBER</b>	
<b>l. NAME AND ADDRESS OF DELIVERING CARRIER (If not agent of Government Bill of Lading carrier) (Include ZIP Code)</b>		<b>m. CONTRACT NUMBER</b>	
<b>7. DISCREPANCIES NOTED BY INSPECTOR (Use supplemental sheets if necessary)</b>			
<b>CARRIER'S INVENTORY NUMBER (Carton No. If packed item)</b> <b>a.</b>	<b>ARTICLE</b> <b>b.</b>	<b>DESCRIBE LOCATION, NATURE AND EXTENT OF NEW DAMAGE AND APPARENT CAUSE OF DAMAGE (State "MISSING" if applicable)</b> <b>c.</b>	<b>WEIGHT (Lbs) OF ARTICLE OR CARTON IF PACKED ITEM</b> <b>d.</b>

DD FORM 1841, SEP 1998 (EG)

PREVIOUS EDITION IS OBSOLETE

Figure 410-2. DD Form 1841, Government Inspection Report.

<b>8. INVENTORY NUMBERS OF CARTONS OR CONTAINERS WITH VISIBLE EXTERNAL DAMAGE</b> <i>(Describe damage to each and apparent cause of damage)</i>			
<b>9. PACKING VIOLATIONS NOTED</b> <i>(Describe in detail) (See ML-STD-212c)</i>			
<b>10. CERTIFICATE OF INSPECTOR</b> I personally made the above inspection on the date shown and certify that the conditions as shown on this report of _____ pages accurately reflect the loss and/or damage incurred during shipment and/or storage.			
<b>a. DATE OF INSPECTION</b> <small>(YYYYMMDD)</small>	<b>b. TYPED NAME OF INSPECTOR</b> <i>(Last, First, Middle Initial)</i>	<b>c. GRADE</b>	<b>d. SIGNATURE</b>
<b>11. CERTIFICATE OF PROPERTY OWNER</b> I have examined this report of _____ pages and the conditions shown accurately and completely set forth the entire loss and/or damage to my property incurred during shipment and/or storage.			
<b>a. DATE</b> <small>(YYYYMMDD)</small>	<b>b. SIGNATURE</b>		
<b>12. CERTIFICATE OF TRANSPORTATION OFFICER</b> I certify that the information on this report of _____ pages is accurate and complete to the best of my knowledge.			
<b>13. "NOTICE OF LOSS OR DAMAGE" DISPATCHED</b>			
<b>a. DATE</b> <small>(YYYYMMDD)</small>	<b>b. ADDRESSEE</b>		
<b>c. DATE</b> <small>(YYYYMMDD)</small>	<b>d. ADDRESSEE</b>		
<b>e. DATE OF REPORT</b> <small>(YYYYMMDD)</small>	<b>f. TYPED NAME OF INSTALLATION TRANSPORTATION OFFICER</b> <small>(Last, First, Middle Initial)</small>	<b>g. SIGNATURE</b>	

DD FORM 1841 (BACK), SEP 1998

**Figure 410-2 (Cont'). DD Form 1841, Government Inspection Report.**



## **CHAPTER 411**

### **SELF-PROCURED MOVES**

This Chapter is reserved for Personally Procured Transportation subject to the Joint Federal Travel Regulation (JFTR). Refer to Service regulations.



## **CHAPTER 412**

### **BOATS**

#### **A. GENERAL**

1. This chapter applies to the movement of privately-owned boats, property of uniformed members only. Definition of boats is included in JFTR, para U5310F. For the movement of self-propelled boats, see JFTR, para U5510. For the movement of boats used as a primary residence, see JFTR, para U5500, JTR, para C10000, and procedures in Chapter 407 of this publication. In addition to the above information, the following procedures apply:

a. **Domestic.**

(1) Boats less than 14 feet without a trailer may be shipped with household goods.

(2) Small boats, such as canoes, Kayaks or sculls weighing less than 500 lbs will be shipped DPM.

b. **Domestic/International.** Boats 14 feet and over or any boat with a trailer must be shipped separately under the domestic OTO rate negotiated by HQ MTMC, DITY, or personally procured transportation.

c. **International.** Small boats such as canoes, kayaks or rowboats will be moved with household goods; Item 508, International Personal Property Rate Solicitation will be used for crating.

2. **One-Time-Only Mobile Home/Boat Rate Solicitation.** HQ MTMC/MTPP-HS will issue the solicitation and distribute to all transportation offices involved in counseling and movement of personal property. Refer to the rate solicitation for all carrier responsibilities and procedures.

3. If the member elects to move a boat via the DITY method, the member must receive counseling and authorization from the TO. (See Chapter 411)

4. **For Boats, Other Than Those Shipped With Personal Property.** If the member elects to personally procure transportation of the boat, all arrangements will be made by the member and may be reimbursed. In determining reimbursement, see JFTR, paragraph U5310 and DOD Component publications.

5. No entitlement exists for DOD/USCG civilian employees.

## **B. COUNSELING**

1. Application for Shipment of Boat. The counseling office will prepare DD Form 1299 supported by member's orders. If the counseling office is not the origin TO, the DD Form 1299 with supporting documents will be forwarded to the appropriate responsible TO.

2. The counseling office will stress the following information in addition to the counseling checklist for domestic boat shipments:

a. The member must insure the boat and motor are securely fastened/strapped to the trailer. The trailer must have a valid license. If origin state does not require trailer to be licensed, member must be informed of being responsible for the cost of a transit permit to be provided by the tow-away carrier. The following stipulations must also be met:

(1) Trailer must have working lights, wiring, and brakes (if so equipped).

(2) Trailer must be equipped with good tires and hubs that have been checked for adequate lubrication and good bearings.

(3) The trailer frame cannot be bent, twisted, or broken.

(4) The member must ensure boat is prepared for shipment in order to avoid additional charges.

b. When a commercial boat hauler is used, the boat must be picked up at a marina and delivered to a marina where a crane can be utilized to load and off-load the boat. Arrangements and cost for the marina crane at origin and destination are the responsibilities of the member.

c. Boats cannot be over 13 feet high from the keel to the highest point on the bridge. Members are also responsible for dismantling bridges, spars, and masts to meet dimension requirements.

d. Articles not part of the structure must be removed, i.e., clothing, electronic gear, TVs, skis, etc. Refer to the Boat Rate Solicitation.

e. Advise member of projected excess costs, including weight additive for shipping and storage.

3. When a boat is moved under the international program and member is also shipping household goods to the same destination, the boat and household goods shall be combined into one shipment and moved under the International Boat OTO program.



4. When requesting a boat shipment, the TO must submit any requirement for SIT and the estimated total time the shipment is to remain in storage. SIT will be included as a determining factor in selecting the best value carrier.

5. When requesting the OTO shipment, if a direct delivery address is not provided, a minimum of 10 days storage will be added to the single factor rate to determine the low cost carrier.

### **C. RATES**

1. One-Time-Only rates for the movement of boats are obtained through competitive solicitation using the Mobile Home/Boat One-Time-Only (BOTO) Program, the International Rate Solicitation (IRS), and other methods as may be determined by HQ MTMC/MTOP-O-MC or their designated representative.

2. The following guidance pertains to BOTO:

a. The TO responsible for shipping the boat will provide HQ MTMC or their designated representative the complete information contained in the BOTO Request Format Figure 412-1 for domestic shipments, and Figure 412-2 for international shipments.

b. BOTO requests should be made as soon as possible, but not less than 10 days (domestic) or 30 days (international) prior to the pick-up date. Every effort will be made to meet the needs of the member.

c. Shipments must be tendered to the carrier prior to the tender expiration date. A tender is valid for 30 days and can be extended. In the event that certain conditions prevent pick-up, HQ MTMC will be notified by the TO so necessary action can be taken.

d. TO must notify carrier immediately and notify HQ MTMC on all cancellations of BOTO movements. If cancellations are made less than 48 hours prior to pickup (time begins at 0800 EST on the date of pickup), the carrier may bill for services ordered, but not used.

### **D. CARRIER OR AGENT FACILITIES**

1. Location. DOD-approved boat carriers are not required to have an agent or carrier-operated facility within the area of responsibility of an installation to be qualified to participate in boat traffic.

2. Requirements. If approved by the TO, a carrier may designate any DOD-approved storage facility to serve as its agent.

## **E. SHIPMENT PROCEDURES**

1. When a boat is not ready for pickup on the agreed date, the TO will notify the carrier of the delay at least 48 hours prior to the date of pickup. A new pickup date will be established based upon the estimated date the boat will be ready for movement, the member's requirements and the carrier's capability. Shipments must be tendered to carrier prior to expiration date (30 days from original solicitation pickup date).

2. Joint Statement of Loss or Damage at Delivery, DD Form 1840/1840R will be used to record all loss or damage.

3. Carrier Refusal of Shipment Due to Boat Trailer Not Being Road-Worthy. If the carrier's inspection or a government inspector reveals a deficiency and renders the boat trailer unsafe or unlawful for transportation, the origin TO will be notified and will instruct the member to have the deficiency corrected. If correction is not possible before or on the agreed date of pickup, the TO will terminate the GBL. The member will be liable for all attempted pick-up charges, when not the fault of the carrier. Under no circumstance may the TO release the boat for shipment until it is considered by both the carrier and TO to be safe and practicable to move.

4. Termination of Boat Shipment. A shipment will be terminated when appropriate and ordered by HQ MTMC or a TO. Termination of service will normally be used in cases of violation of federal, state, or local laws; violation of Tender of Service; improper performance of service; and cancellation of member's orders. The following applies:

a. Any charges for authorized services performed to point of termination will be paid in accordance with the submitted rate tender and/or a negotiated rate obtained by HQ MTMC.

b. If shipment was delivered to or from SIT, then any SIT charges will be paid when required and authorized by the TO.

c. A termination of service that requires the transfer of a boat from one carrier to another must be coordinated with HQ MTMC for a negotiated rate. The carriers involved in the transfer will each verify exceptions to the boat at time of transfer. The TO will issue a new PPGBL to the new carrier that cross references the PPGBL of the terminated carrier.

d. When the carrier receives an order for termination, the carrier will locate the shipment, advise the TO or HQ MTMC, the location of the shipment and effect the required change in a documented manner. The TO will issue a PPGBL Correction Notice to show termination point and correct the applicable rate.

## **F. STORAGE IN TRANSIT**

1. The following applies only to tow-away boats that are not water-to-water movements.

2. Onward movement or delivery to residence will be effected only at the request of the TO. The origin TO assigns a SIT control number at the origin or en route and arranges with the carrier for release for delivery to final destination. The destination TO assigns the SIT control number for SIT at destination and arranges for delivery and any required destination services.

3. When a boat is hauled using the tow-away method, it basically follows mobile home procedures for SIT. SIT can be either in a DOD-approved mobile home SIT facility or a DOD-approved household goods SIT warehouse.

4. The single factor rate includes delivery to destination, even after it has been placed in SIT at a household goods carrier's warehouse. Therefore, the tow-away boat carrier that placed shipment in SIT must be contacted to move the shipment to destination, unless the member elects to hook up to the boat and tow it to destination. DITY procedures will not apply.

5. SIT involving boats may use the same storage facilities as mobile homes. TO's are requested to check the PPCIG, Volume I, for appropriate storage facilities.

6. For the procedures concerning SIT of boats, see Chapter 407 of this regulation.

## **G. NON-TEMPORARY STORAGE (NTS)**

1. For determining the entitlement of NTS for boats, see JFTR, paragraph U5380, and DOD Component publications.

2. If boat is accepted by a NTS contractor, member is responsible for preparing for storage (clean, fuel purged, winterized, etc.).

3. When the TO is unable to make arrangements, the member may elect to arrange for storage at own expense. The member can file a claim for reimbursement after withdrawal. Reimbursement will be in accordance with JFTR, para U5320-D.

4. Member may elect to include boat with NTS of household goods. The NTS contractor must accept the boat if it is 14 feet and under without a trailer. If boat is over 14 feet or has a trailer, the NTS contractor is not obligated to accept.

## **H. SHIPMENT OF BOATS TO ALASKA**

1. Consignment Instructions. Shipments of boats from CONUS to Alaska will be consigned in accordance with the PPCIG and moved under international OTO method.
2. Shipments Within Alaska. Intrastate boat shipments in Alaska will be governed by the same procedures applicable to CONUS movements and in accordance with specific state regulatory agencies.

**I. QUALITY CONTROL INSPECTIONS**. The TO will inspect as many boat shipments as possible originating and terminating within the TO's AOR.

## **J. CARRIER PERFORMANCE**

1. Carrier Performance Files. Each origin TO will establish a carrier performance file for each boat carrier qualified to serve the installation's area of responsibility. The file will contain all pertinent data relating to the carrier's performance.
2. Unsatisfactory Performance. When a carrier or carrier's agent violates any provision of the Tender of Service, rules, publications of applicable rate tariffs/tenders, legal requirements, or commits unethical acts, the TO will take appropriate action. As a minimum, the TO will report any violations and/or unsatisfactory service rendered by BOTO carriers to HQ MTMC/MTPP-HS.

## **DOMESTIC BOAT REQUEST**

FROM: (PPSO)

TO: CDR MTMC FALLS CHURCH VA//MTPP-HS//

UNCLAS

SUBJECT: REQUEST FOR DOMESTIC BOAT RATE

1. MEMBER'S NAME/RANK.
2. PICKUP POINT (WHEN A TOW-AWAY INCLUDE COMPLETE ADDRESS, COUNTY/PARISH, CITY AND STATE. IF REQUESTING A COMMERCIAL HAULER GIVE ADDRESS OF ORIGIN MARINA).
3. DESTINATION POINT (WHEN A TOW-AWAY INCLUDE COMPLETE ADDRESS, COUNTY/PARISH, CITY AND STATE. IF REQUESTING A COMMERCIAL HAULER GIVE ADDRESS OF DESTINATION MARINA).
4. PICK UP DATE.
5. DESIRED DELIVERY DATE.
6. INDICATE METHOD: TOW-AWAY, OR MOVED BY COMMERCIAL BOAT HAULER.
7. IF NO DESTINATION ADDRESS IS PROVIDED PPSO MUST GIVE ESTIMATED DAYS IN SIT (TOW-AWAY BOAT ONLY).
8. SIZE OF BOAT: LENGTH, WIDTH, HEIGHT, YEAR, MAKE, MODEL, MANUFACTURER'S WEIGHT, TYPE OF BOAT (SKI, SAIL, FISHING, YACHT, ETC.). ALSO STATE IF BOAT HAS ANYTHING OUT OF THE ORDINARY THAT A CARRIER NEEDS TO KNOW FOR TRANSPORTING.

**Figure 412-1.** BOTO Message Request Format.

## **DOMESTIC BOAT REQUEST (Con't)**

9. SIZE OF TRAILER, THE STATE WHERE TRAILER IS LICENSED, LICENSE NUMBER AND EXPIRATION DATE.

10. ORIGIN GBLOC

11. DESTINATION GBLOC

12. TRANSPORTATION OFFICE POC (INCLUDE NAME, DSN AND COMMERCIAL PHONE NUMBERS.

**Figure 412-1.** BOTO Message Request Format (Con't).

## INTERNATIONAL BOAT REQUEST

FROM: PPSO

TO: CDRMTMC FALLS CHURCH VA//MTPP-HS//

SUBJ: REQUEST FOR PERSONAL PROPERTY ONE-TIME-ONLY (OTO) WITH  
BOAT RATE

1. MEMBER'S NAME/RANK/SSN.
  2. CODE OF SERVICE (4).
  3. ORIGIN PPSO: INCLUDING GBLOC AND PICKUP POINT OF SHIPMENT IF  
OTHER THAN INSTALLATION. (HHG AND BOAT)
  4. DESTINATION CITY, INSTALLATION, GBLOC, STATE/COUNTRY.
  5. PICKUP DATE.
  6. REQUIRED DELIVERY DATE.
  7. ESTIMATED WEIGHT IN NET POUNDS FOR HHG.
  8. ESTIMATED WEIGHT IN NET POUNDS FOR BOAT. BOAT REQUESTS MUST  
INCLUDE THE FOLLOWING: BOAT-LENGTH, WIDTH, HEIGHT, MOTOR-  
MAKE, SERIAL NUMBER, WEIGHT, WHETHER INBOARD OR OUTBOARD.
- NOTE: WHEN BOAT IS MOVING WITH TRAILER, COMBINED  
DIMENSIONS ARE REQUIRED.**
9. DATE BOAT OTO INFORMATION IS REQUIRED FOR BOOKING PURPOSES.
  10. LIST CARRIERS IN NONUSE.
  11. POINT OF CONTACT/TELEPHONE NUMBER.

**Figure 412-2.** International BOTO Request Format





## **CHAPTER 413**

### **U.S. GOVERNMENT BILL OF LADING--PRIVATELY-OWNED PERSONAL PROPERTY (PPGBL) (SF 1203) AND U.S. GOVERNMENT BILL OF LADING CORRECTION NOTICE (SF 1200)**

#### **A. GENERAL**

This chapter establishes procedures and provides guidance for the accountability, use, issuance, preparation and distribution of the PPGBL (See Figure 413-1). The PPGBL will be used for the acquisition of authorized transportation and related services from commercial carriers for the movement of DOD-sponsored personal property shipments, mobile homes, and POVs eligible for movement on a PPGBL. (This chapter does not apply to the Do-It-Yourself (DITY) Program).

#### **B. RESPONSIBILITIES**

1. HQ MTMC is responsible for prescribing administrative procedures regarding the use of bills of lading for the procurement of commercial transportation services on behalf of DOD.

2. The Administrator, GSA, is responsible for prescribing procedures governing the use of GBLs throughout the U.S. Government. GSA has published the regulations and procedures governing the procurement of, and the billing and payment for, transportation services for the account of the U.S. in 41 CFR 101-41.3, Freight Transportation Services Furnished for the Account of the United States.

#### **C. PROCEDURES**

1. Supply. Requisition for PPGBLs will be submitted through normal DOD Component publications supply and distribution channels to United States Army Publication and Printing Command. TOs are responsible for maintaining an adequate supply of PPGBLs at their activity.

2. Accountability.

a. Each shipping activity will maintain records of PPGBLs issued and supply of PPGBLs on hand. PPGBL forms are accountable forms, and the number of pre-printed forms that an activity may keep on hand is limited by Service policy. Internal procedures must be established to control stocks and assign accountability for PPGBL issuance and use. The TO, or in the absence of a TO, an acting TO, will be appointed in writing as the responsible PPGBL issuing officer and held accountable for PPGBL control, safekeeping, and disposition. To facilitate control, individual PPGBL sets are serially numbered when printed. The forms are issued by U.S. Army Publications and Printing Command and

numbers provided by HQ MTMC/MTPP-SA. Packages of PPGBLs must be opened immediately upon receipt and inventoried by the issuing officer or designated representative to verify that none are missing. Activities will establish procedures for conduct of audits by personnel external to the office controlling SF 1203s. Audits must be conducted at least every 180 days to verify inventories and records. TO must provide the same level of accountability and safeguarding of PPGBL numbers maintained and issued in automated systems as they do for pre-numbered PPGBL forms. Audits conducted with automated systems will consist of a review of the PPGBL Register to ensure each PPGBL number is properly assigned to a valid shipment.

b. Computer-Prepared PPGBLS. TOs, having facilities for computer preparation of PPGBLs, may order them in continuous tractor-feed, fan-fold format through appropriate government distribution centers. Authorization must be obtained from HQ MTMC/MTPP-SA to imprint PPGBL numbers at the time of issuance.

(1) Automated Sites. The laser generated PPGBL will be used by all automated sites for the acquisition of authorized transportation and related services from commercial carriers for the movement of DOD Sponsored personal property shipments, mobile homes, and POV's eligible for movement on a PPGBL. Software will generate PPGBLs (SF 1203S) and continuation sheets (SF 1109S) using a laser printer and standard bond paper. PPGBL numbers re controlled by HQ MTMC in coordination with GSA. The laser generated PPGBLs will only be accountable when a number has been assigned to the form. All information printed on the reverse of the non-laser produced PPGBL is included in the Tender of Service, Appendix AZ. The first PPGBL produced (and continuation sheets when applicable) will be annotated "Original." All other copies/reprints will not contain the word, "Original."

(2) Non-Automated Sites. Blank forms will be procured using normal forms supply procedures.

c. Transfer of Forms. Blank serially numbered original PPGBLs or preassembled sets which have been issued to transportation officers or their designated agents may not be transferred to other transportation officers or their agents.

d. Disposition of Unfit or Canceled PPGBLS. When PPGBLs have become mutilated or otherwise unfit for use or have been issued and the planned shipment is subsequently canceled for any reason, all parts except the original will be destroyed. The original PPGBL shall be marked "Canceled" or "Void" and shall be filed in the property shipped PPGBL file. When circumstances prevent filing of the canceled or voided original document, the property shipped copy or a substitute memorandum copy with appropriate notation of disposition of the original PPGBL shall be filed in the property shipped file.

e. Reporting of Lost, Stolen, Canceled, or Missing PPGBLS. The prefix symbol and serial number of blank original PPGBLs or preassembled sets that have

become lost, stolen, or are unaccountably missing or otherwise beyond the control of the issuing officer shall be reported to HQ MTMC/MTPP-SA.

3. Issuing Officer. Only authorized or acting TOs may issue PPGBLS. Such authorized persons may be military personnel or civilian employees of the government on duty at the issuing office. As stated in 41 CFR 101-41.302.4, accountability for GBLs used by a contractor-shipper remains with the issuing office. Thus, the name and title of the issuing officer and the name and address of the issuing office, rather than those of the contractor-shipper, must appear on the GBL.

4. Format.

a. The PPGBL consists of five separate basic forms. For simultaneous preparation, the forms are produced in a seven-part, carbon, interleaved set (except for laser generated PPGBLS). The standard form numbers, form title, color, and distribution are described in paragraph D below.

b. In all instances, the PPGBL original (SF 1203), shipping order (SF 1204), and the freight waybill original (SF 1205) shall be given to the initial carrier or designated agent for the carrier before the shipment is packed and/or picked up. The carrier shall sign and date the original PPGBL where the certification is printed "Certificate for Receipt of Shipment and Original Bill of Lading."

**D. PREPARATION OF THE PPGBL**

1. The following preparation instructions are keyed to the numbered blocks appearing on the PPGBL. When different entries are required, due to different methods of shipment; i.e., TGBL, DPM, mobile home, or POV; instruction by shipment method is provided. In all other cases, the entry data provided shall be the same for all methods of shipments.

a. Block 1, Transportation Company and Agent Tendered To. Enter the full business name of the initial line-haul carrier to which the shipment is tendered. The business name shall include the words "company," "incorporated," or "limited," as appropriate. These words may be abbreviated as co., inc., and ltd. No other company or carrier abbreviation, initial, or symbol may be used. Enter the name of the carrier's booking agent or the first agent in the LOI in parentheses after the business name of the initial line-haul carrier.

b. Block 2, SCAC. Enter the four-position SCAC assigned to the initial line-haul carrier by the National Motor Freight Traffic Association.

c. Block 3, Service Code.

(1) TGBL Shipments. Enter the appropriate code of service; such as code 1, code 4, or code J.

(2) DPM Shipments. Enter the applicable two-position DPM alpha code such as HE, BA, or BG. DPM alpha codes are defined in Appendix BF.

(3) Mobile Homes. Enter the code "S".

(4) POVs. Enter the code "C".

d. Block 4, Shipment Number. When more than one shipment is made for an individual member, the PPGBLs shall be numbered in the same sequence as the DD Form 1299 (for example, 1 of 3, or 2 of 3). When only one shipment is made, enter "1 or 1."

e. Block 5, Date PPGBL Issued. Enter the calendar date (day, month, and year) (e.g., 4 Nov 87) on which the first entry is made in preparing the PPGBL .

f. Block 6, Requested Packing Date. Enter the calendar date (day, month, and year) (e.g., 5 Nov 87) on which the carrier is to begin packing a TGBL shipment.

g. Block 7, Requested Pickup Date.

(1) TGBL. Enter the requested pickup date or the date on which the carrier has agreed to pick up the shipment, (e.g., 6 Nov 87).

(2) DPM.

(a) Enter the date the shipment is picked up at the member's residence, nontemporary storage facility etc., in cases where such pick up is performed by a DPM packing contractor.

(b) Enter the scheduled date of pick up by the common carrier in all other cases, e.g., pick up at APOD/WPOD or TO installation facility.

h. Block 8, Required Delivery Date. Enter the RDD (day, month, and year) that the shipment is required at the destination shown in block 18, (e.g., 29 Feb 88).

i. Block 9. No entry required.

j. Block 10, Property Owner's Name, SSAN, and Rank or Pay Grade. Enter the member's name (last, first, middle initial), SSAN, and rank or pay grade. Also enter the member's status (PCS, TDY, SEP, RET) and the unit and activity to which assigned.

(1) If the member's grade is E-4 or below, indicate the maximum authorized weight allowance per JFTR.

(2) For Navy shipments only, enter the member's rank or rate code. This code is the one-digit alpha character immediately following the abbreviation and subhead in the accounting data contained in the member's orders.

(3) For military and civilian personnel, enter "WD" (with dependents) or "WOD" (without dependents).

(4) For deceased members or deceased dependent(s) of a member, annotate "Blue bark" immediately following the name.

(5) For early return of dependents enter dependents name, followed by "dependent of" and sponsors name, SSAN, and rank or pay grade.

k. Block 11, Authority for Shipment. Enter the authority for shipment as shown on the member's orders (such as order number, paragraph number, and order issuing agency).

l. Block 12, Date of Order. Enter the date the orders were issued.

m. Block 13, Extra Pickup or Delivery. When an extra pickup or delivery is requested, cross out the service not applicable and enter the appropriate full address.

n. Block 14, Department or Agency. Enter the sponsoring military service or other agency.

o. Block 15, Transportation Control Number. Enter the TCN for shipments that will move in the DTS and will require a TCMD. The TCN shall be constructed in accordance with procedures set forth in DOD 4500.32-R.

(1) In the TCN MILSTAMP requires a code in the 15th position of the TCN which will designate the shipment as a Code 5, J, T, or DPM shipment. For example, following is the list of current type shipment codes authorized:

B - Unaccompanied baggage (DPM)  
J - Unaccompanied baggage (TGBL)--Code J  
H - Household goods (DPM)  
K - Household goods (TGBL)--Code 5 (for surface) & Code T (for air)  
P - POV

(2) If TCNs are to be developed for all shipments, different type shipment codes will have to be developed for the following codes of service:

Code 1A - Motor Van--Interstate  
1B - Motor Van--Intrastate

- Code 2A - Container--Interstate
- 2B - Container--Intrastate
- Code 3 - International Door-to-Door Container using MSC negotiated rates to commercial port of discharge
- Code 4 - International Door-to-Door Container
- Code 5 - International Door-to-Door Container surface - government provides ocean transportation and terminal service
- Code 6 - International Door-to-Door Air Container
- Code 7 - International land-water-land baggage
- Code 8 - International land-air-land baggage
- Code T - International Door-to-Door Container - AMC. NOTE:  
Although the Code K is used for Code T shipment, since all shipments will have a unique type shipment code, a separate code should be developed for Code T shipments.

p. Block 16. No entry required.

q. Block 17, Full Name of Shipper. Enter the full name of the military installation or activity making the shipment.

r. Block 18, Consignee. Name, destination, delivery address, and rate area code (e.g., US11, US12, US13, etc.) Rate area code is only required on ITGBL shipments.

(1) TGBL Shipments.

(a) Consigned to the Member. Enter the member's name (last name, first name, and middle initial), rank, and activity to which assigned (shipments destined overseas--spell out the name of the activity and country--do not show APO/FPO number) or delivery address, including the street, city, county, state, or country, and ZIP code.

(b) Consigned to the Member's Agent. Enter the full name of the member's designated agent, followed by the word "agent", and the delivery address, including the street, city, county, state or country, and ZIP code.

(c) Consigned to a Commercial NTS Facility. Enter the full business name and address of the commercial storage contractor, including the street, city, county, state, and ZIP code.

(d) Consolidated Shipments. A separate PPGBL shall be issued for each member's lot in the consolidated shipment. The individual PPGBL shall be cross-referenced by inserting the following statement in block 27: "This is a consolidated shipment comprised of PPGBL numbers" (list all other PPGBL numbers involved in the consolidated shipment).

(2) DPM Shipments. DPM shipments shall be consigned in accordance with the PPCIG. For DPM shipments entering the DTS, the CONUS WPOE or APOE and the Desired Delivery Date (DDD) the shipment is required at WPOE/APOE shall be entered. The final overseas destination shall appear in Block 20.

(3) Mobile Homes. Enter the member's name (last name, first name, and middle initial) (or the full name of the member's agent followed by the word "agent") and the delivery address, including the street, city, county, state, and ZIP code.

(4) POVs. Enter the member's name (last name, first name, and middle initial) or the full name of the member's agent followed by the word "agent", and the delivery address, including the street, city, county, state, and ZIP code, or, if destined to a port, the applicable ocean terminal, whichever applies.

s. Block 19, From. Complete address at point of pickup and rate area code (e.g., US 11, US12, US13, etc.). Rate area code is only required on ITGBL shipments.

(1) Shipments from Residence. Enter the exact location of the property to be shipped, including the street, city, or military installation, county, state or country, and ZIP code.

(2) Shipments From Storage or Contractor's Facility. Enter the name of the commercial or government warehouse facility, including the street, city, county, state, or country, and ZIP code. For shipments from NTS enter the stored net weight, lot number, and service order number.

t. Block 20, Responsible Destination Installation or Office

(1) GBLOC. Enter the destination TO GBLOC in the designated block in Block 20.

(2) TGBL and DPM Shipments. Enter the name of the responsible destination TO, state, ZIP code, or country, APO/FPO number, and the commercial telephone number.

(3) DPM Shipments entering the DTS. For DPM shipments entering the DTS, the final overseas destination TO shall be entered, not the CONUS WPOE/APOE, which appears in Block 18.

(4) Consolidated DPM Shipments Entering the DTS. Enter the responsible destination TO and GBLOC receiving the largest shipment by weight.

u. Block 21, Bill Charges To.

(1) Army and Air Force Shipments. Enter: Defense Finance and Accounting Service - Indianapolis Center, Transportation Operations (DFAS-1-THA), Indianapolis IN 46249-0611.

(2) Navy Shipments. Enter: Defense Finance/Accounting Service, Norfolk Operating Location, P.O. Box 8489, Norfolk VA 23503-0489.

(3) Marine Corps Shipments. Enter: Commanding General, Marine Corps Logistics Base (Code 470), Albany GA 31704.

(4) Coast Guard Shipments. Enter: Commanding Officer (OTABl), U.S. Coast Guard Finance Center, 1430A Kristina Way, Chesapeake VA 23326-0015.

(5) Defense Logistics Agency, Defense Intelligence Agency, and Office of the Secretary of Defense Shipments. Enter: U.S. Army Finance and Accounting Center, Transportation Operations, Indianapolis IN 46249.

(6) Other. Enter the finance office indicated in the member's orders as being responsible for payment.

v. Block 22, Via.

(1) TGBL Shipments. Leave blank.

(2) DPM Shipments.

(a) INTL/AIR/COMM/DPM Shipments. Show the complete routing from origin to final destination as provided by the initial carrier.

(b) All Other DPM Shipments. Only the name of the originating carrier is necessary unless it is to the advantage of the government to specify the connecting carriers. It is the obligation of the originating carrier to forward shipments over a route that will provide the lowest published charges within the mode. When it is necessary to route shipments, routing shall be selected by experienced transportation personnel who are aware of various tariff restrictions and limitations to ensure that services are obtained at the lowest possible cost.

(3) POVs. The same instructions apply as those shown under "All other DPM Shipments."

(4) Mobile Homes. For mobile home shipments, enter the method of movement, e.g., towage, lowboy.

w. Block 23. No entry required.



x. Block 24, Appropriations Chargeable.

(1) Army Shipments. Enter the movement designator code (MDC) from the member's orders. Also, for ITGBL shipments, enter the four-digit TAC. TACs are listed in Volume II, DOD 4500.32-R.

(2) Air Force Shipments. Enter the Air Force seven digit ATAC from the member's orders. Additionally, for ITGBL shipments enter the TAC.

(3) Navy Shipments. Enter the four-digit TAC shown in the member's orders. If the TAC is not shown in the member's orders, refer to Volume II, DOD 4500.32-R.

(4) Marine Corps Shipments. Enter the TAC from the current year edition of the Marine Corps Bulletin 4610.

(5) Coast Guard Shipments. Enter the accounting data indicated on the member's travel order. It is normally located in Block 9 of the Coast Guard Form 5131, Standard Travel Orders for Military Personnel, or specified in the body of a letter-format travel order.

(6) All Other DOD Shipments. Enter the accounting data from the member's orders. Also, for all ITGBL shipments, enter the four-digit TAC shown in the member's orders. Show the word "TAC" followed by the four-digit code. If the TAC is not shown in the member's orders, refer to Volume II, DOD 4500.32-R.

y. Block 25, Remarks.

(1) SIT.

(a) TGBL Shipments Authorized SIT. If SIT was used at origin, enter: \_\_\_\_\_ days SIT were used at origin.

(b) Shipments from NTS. If SIT was used, enter: \_\_\_\_\_ days temporary storage were used at origin.

(c) Shipments not Authorized SIT. Enter: SIT not authorized.

(2) Export and Import Annotations. For shipments originating in CONUS and destined overseas, enter: For Export. For shipments moving by air, originating overseas and destined for CONUS, enter: Imported by Air.

(3) Unpacking at Destination. When the carrier does not perform packing services at origin and unpacking services are required at destination, enter "Unpacking Required at Destination." This shall apply to shipments moving from NTS and UB

shipments when unpacking of UB is requested by the member and authorized by the TO. When unpacking is authorized on the PPGBL, the carrier/agent will prepare a DD Form 619-1 for labor charges. Member will initial the DD Form 619-1 to verify that unpacking services were performed. If the PPGBL for a shipment from NTS is not annotated, the destination TO shall authorize unpacking services on the DD Form 619-1.

(4) TGBL Notification.

(a) Direct Delivery Requested. If the member has made advance arrangements with origin TO for direct delivery to destination residence, enter: Direct Delivery Authorized -- Before completing delivery, the carrier shall notify the TO or appropriate duty officer specified in Block 20.

(b) Direct Delivery Not Requested. Enter: Before effecting delivery to residence or placing in storage, the carrier shall notify the TO specified in Block 20.

(c) Blue bark Shipments. Enter: Direct Delivery is not authorized. The carrier shall contact the TO specified in Block 20 for instructions.

(5) Retrograde Shipments When Intermediate SIT Is Involved. Enter: Carrier shall request disposition instructions from the TO at the CONUS military ocean or air terminal.

(6) Mobile Homes.

(a) Enter: Necessary repairs and services are authorized, not to exceed \$150 total (tire or tube replacement is excluded) without prior approval of the origin TO or member. The total specified may be greater than \$150 if authorized by the member, in writing, at the time of counseling.

(b) Also enter amounts paid by the origin TO on local contract for accessorial services not performed by the member or the carrier.

(c) Army, Air Force, and Marine Corps personnel not remaining in a pay status--insert the entitlement cost basis (maximum allowable cost) of the mobile home shipment. For all other Army, Air Force, and Marine Corps personnel, 105 % of Base Line HHG Rate and maximum packing (MAXPAK) Rate shall be entered.

(d) For Navy personnel, the cost basis will not be shown.

(7) Special Authorization. For shipments made from or consigned to a point not specified in the member's orders, enter "Shipment authorized from (city/military installation, county, and state/country) to (city/military installation, county, and state/country). "For Army shipments, also enter "Shipment to authorized destination

would have been under (enter MTMC rate solicitation #) at a total cost of \$ (enter total charges)."

(8) Use of Government-Owned Containers. When government-owned containers are used for shipments moving in TGBL service, enter the applicable statement from the appropriate rate solicitation. Also enter the number and type of containers used.

(9) Administrative Weight Limitation. For shipments to or from overseas areas where administrative weight limitations are in effect, enter the following notation: "Maximum administrative weight allowance for household goods/unaccompanied baggage is (insert weight)." (NOTE: Weight limitations for Navy shippers will be listed on the member's orders).

(10) NTS. When a shipment is consigned to an NTS facility, enter "For Nontemporary Storage."

(11) Firearms. When the shipment contains firearms, enter "This Shipment Contains Firearms."

(12) Nonperformance of Interior Packing. When no packing of interior boxes (such as cartons, drums, and dish packs) is performed on international containerized shipments moving under SFRs, annotate the PPGBL with the applicable solicitation item number and the statement, "Apply (show \$ amount) per net cwt reduction to the SFR."

(13) DPM and Code 5 Shipments Moving Through CONUS MOTs. Enter the prelodge, predelivery notification requirements as set forth by the MOT in the PPCIG, Volume I (CONUS).

(14) POVs. Enter year, make, serial number, license number, and any other information necessary to identify the POV.

(15) Reweigh Required. When it is determined by the TO that a reweigh is necessary, or when a reweigh is requested by the member at origin, the TO shall annotate the PPGBL with the words "REWEIGH REQUIRED".

(16) Desired Delivery Date (DDD)/Estimated Time of arrival (ETA) at POE. For Code 5, T, and J shipments, enter "DDD: (insert date) at the POE." Compute the date from the ETA (Block 16) shown on the TCMD.

z. Block 26, Packages.

- (1) TGBL Shipments. Enter: 1 LOT.
- (2) DPM Shipments. Enter the number and type of containers, (e.g., 1 FL - 2 CTNS).
- (3) Mobile Home Shipments. Enter: 1 EA.
- (4) POVs. Enter: 1 VO.

aa. Block 27, Description of Shipment. Enter the words "Household Goods," "Unaccompanied Baggage," "Personal Effects," "Mobile Home with personal effects as indicated on the inventory," as appropriate. For POVs, show the property classification and NMFC/UFC number.

- (1) TGBL Containerized Shipments. The carrier shall enter the total number of containers and total cube, along with dimensions, as required.
- (2) DPM Shipments. After HHG or personal effects, the DPM Contractor shall enter the aggregate weight and cube of the total number of each different type of container shown in Block 26.
- (3) Mobile Homes. After "Mobile Home with personal effects as indicated on the inventory," enter the "length, width, height" of the mobile home in feet and inches. If the mobile home is the expando type, indicate "expandable" and specify type (such as single, double, or triple room, one side or both sides). Also, enter the make, model, year, serial number, current license number, state, and year issued. If additional space is required, use the "remarks" block.
- (4) DPM or POV Consolidated Shipments. A single PPGBL with continuation sheets shall be issued. Enter: "This is a consolidated shipment. See continuation sheet." Each individual shipment lot shall be identified on the continuation sheet, and the member's name, rank, SSAN, delivery address, and authority for shipment shall be specified.
- (5) Shipment Valuation. The preprinted statement on the PPGBL shall be the only reference to the valuation of a shipment unless a higher valuation is declared. When this occurs, the following statement shall be entered:

- (a) For TGBL Domestic Shipments. Enter one of the following:
  1. Increased Valuation - "Shipment is released at a declared lump sum value of \$\_\_\_\_\_ or "Shipment is released at a valuation of \$\_\_\_\_\_ times the net weight in pounds of the shipment".

2. Full Replacement Protection - "Shipment is released at full replacement protection of \$3.50 times the net weight in pounds of the shipment or \$21,00, whichever is greater.

(b) DPM Shipments. Enter: Released valuation not exceeding \_\_\_\_\_ cents per lb.

ab. Block 28, Weight.

(1) TGBL Shipments. The carrier shall enter the gross, tare, and net weight in this column. The net weight shall include the weight of PBP&E and consumable items (CONS).

(2) DPM Shipments. Enter the total gross, tare, and net weight of the shipment.

(3) PBP&E. PBP&E shall be weighed separately and the weight shall be inserted in the space provided. (Chapter 403, para B3).

(4) Consumable Items. Consumable items shall be weighed separately and the weight shall be annotated in the space provided for PBP&E weight. Consumable items shall precede this weight in order to distinguish between the weight of consumables and PBP&E.

ac. Blocks 29 and 30, For Use by Destination Carrier Only. The carrier shall enter these data elements as required for billing.

ad. Block 31, Tariff or Special Rate Authorities. Enter the special rate authority and for ITGBL shipments, the rate per cwt (such as, RS I-8/\$52.50 cwt) for domestic shipments enter percentage (such as RS D-5/95%). For OTO shipments, enter the words "one-time-only" or OTO", the carrier's rate tender number, and the OTO rate.

ae. Block 32A, Issuing Officer. Enter the name and title of the issuing transportation officer. Signature of the issuing transportation officer is not required.

af. Block 32B, Issuing Office. Enter the GBLOC and full name of the military installation or activity issuing the PPGBL.

ag. Block 33A, Name of the Transportation Company. Enter the same information as in block 1.

ah. Block 33B, Date of Receipt of Shipment. The carrier shall enter the actual date the shipment is picked up.

ai. Block 33C, Signature of Agent/Driver. The carrier/agent or driver shall sign the PPGBL acknowledging receipt.

aj. Block 33D, PER. If the agent's name is signed by the agent's authorized representative, the initials of the representative shall appear in this block.

ak. Block 34, For Use by the Paying Officer. The TO shall check the applicable block to identify the reason for any excess cost involved in the shipment. The "Remarks" block shall be used to fully explain the reason for the excess cost. Block 34 must be marked for all Navy sponsored shipments that include a boat or mobile home.

al. Blocks 35A through 35G, Certificate of Carrier Billing for Charges. The carrier authorized to bill for charges shall complete this portion of the PPGBL after delivery has been accomplished.

am. Block 36, Special Services Ordered (Reverse of PPGBL). Any special services authorized shall be entered by the issuing TO.

#### **E. DISTRIBUTION AND SUBSTITUTE DOCUMENTS**

1. General. The PPGBL is printed as a seven-part form (original and 6 copies). This section provides guidance for the proper distribution of the PPGBL for all methods and modes of shipment. It also discusses procedures for the use of substitute documents when the original PPGBL has been lost or destroyed.

2. Distribution. The PPGBL shall be processed and distributed as follows:

- |   |   |
|---|---|
| a. Original SF 1203   | Provide to the origin carrier for submission to the finance center for payment.                         |
| b. Shipping Order SF 1204<br>(not required for laser printed PPGBLs)                    | Provide to the origin carrier for retention as actual service order.                                    |
| c. Freight Waybill Carrier's Copy<br>SF 1205<br>(not required for laser printed PPGBLs) | Provide to the origin carrier for retention. May be used as substitute document (for a lost PPGBL).     |
| d. Accounting Copy<br>SF1203A<br>(not required for laser printed                        | For Army, Air Force, and Marine Corps Shipments--Provide to carrier for annotation of weight charges as |

PPGBLs)

required by Tender of Service and for TGBL domestic--show mileage.

- e. Property Owner Copy  
SF 1203B  
(not required for laser printed  
PPGBLs)

For All Methods Except DPM - Give to origin carrier, who shall:

- Give to the member when pickup is made at the residence.

- Give to the member when delivery is made at the residence if the origin pickup is from NTS.

- Give to the destination TO if the shipment originates from NTS and is to be placed in SIT at the destination. The TO shall give the copy to the member or the member's agent.

For DPM Shipments - The TO shall forward the copy to the member's destination address or unit of assignment, if known.

- f. Property Received Copy  
SF 1203A  
(not required for laser printed  
PPGBLs)

Forward to the destination TO, who has final delivery responsibility, with required supporting documents, to arrive in advance of the shipment. Blue Bark shipments should be so annotated and forwarded via certified mail. Notify destination TO by telephone or message of Blue Bark shipment.

- g. Property Shipped Copy  
SF 1203A  
(not required for laser printed  
PPGBLs)

Disposition is as follows:

For TGBL Shipments, retain in an origin suspense file pending receipt of the accounting copy. Upon receipt, annotate the Property Shipped Copy and place in the shipment file.

For DPM Shipment, retain in the origin shipment file.

3. PPGBL Canceled After Distribution. When a PPGBL must be canceled after partial or complete distribution, a memorandum copy (and reproductions as necessary)

shall be clearly marked "canceled" and forwarded to each recipient of the initial distribution and HQ MTMC/MTPP-SA. Also, when a PPGBL Correction Notice is prepared, a complete distribution will be made in accordance with paragraph F below.

4. Substitute Documents Issued for a Lost PPGBL.

a. Issuance. When it is evident that the original PPGBL has been lost or destroyed, the carrier shall forward the original Freight Waybill (SF 1205) to the appropriate finance center for payment. When both the original PPGBL and the original Freight Waybill have been lost or destroyed, the carrier shall request a certified memorandum copy for use as a substitute billing document. The origin TO shall annotate the certified memorandum copy as follows: "I certify that the services shown on this freight waybill were requested." This certified memorandum copy will be signed, dated, and returned to the carrier for billing.

b. Records and Control. The TO shall note all memorandum PPGBLS in the PPGBL accountability record and promptly shall notify the responsible paying finance center so the finance center may take steps to preclude duplicate payment of the transportation charges.

**F. PREPARATION OF THE U.S. GOVERNMENT BILL OF LADING CORRECTION NOTICE (SF 1200) (See Figure 413-2)**

1. General.

a. This section provides guidance and instruction in the preparation of the SF 1200 for making alterations and corrections to PPGBLS.

b. The subsection below is keyed to the numbered blocks on the Government Bill of Lading Correction Notice (SF 1200).

(1) Date Notice Prepared (unnumbered). Enter the date the SF 1200 is prepared.

(2) PPGBL Number (Block 1). Enter the prefix symbol and serial number of the PPGBL being corrected. Only one PPGBL will be corrected on each SF 1200.

(3) Date PPGBL Was Issued (Block 2). Enter the issue date shown on the PPGBL being corrected.

(4) Total Weight Shown on PPGBL (Block 3). Enter the total weight shown on the PPGBL.

(5) Origin (Block 4). Enter the name of the origin address as shown on the PPGBL.



(6) Destination (Block 5). Enter destination address as shown on the PPGBL.

(7) Route (Block 6). Enter route shown on "via" block on the PPGBL. Leave blank if no route is shown on the PPGBL.

(8) Issuing Office (Block 7). Enter the name of the activity who issued the PPGBL.

(9) To (Block 8). Enter name, address, and ZIP code of activity to which the original SF 1200 is to be sent.

(10) Payment Data (Block 9). Self explanatory.

(11) From (Block 10). Enter name, address, and ZIP code of activity issuing the SF 1200.

(12) Bill of Lading Now Reads (Block 11). Enter information from the PPGBL which is to be corrected. If the SF 1200 is being issued to include information omitted from the PPGBL, enter the words "information omitted" in this block.

(13) Correct Bill of Lading to Read (Block 12). Enter information to be shown on the corrected PPGBL.

(14) Authority for Correction (Block 13). Enter information which justifies correction.

(15) Remarks (Block 14). Enter remarks as appropriate pertaining to the correction being made.

(16) Information Copy (Block 15). Enter name, address, and ZIP code of all the recipients of SF 1200, excluding the addresses shown in Blocks 8 and 10.

(17) Signature and Title of Initiating Official (Block 16). Self-explanatory.

(18) Carrier Representative Signature (Block 17). Self-explanatory.

## **G. DISTRIBUTION OF SF 1200**

1. When transportation charges are affected by the alteration or correction, the SF 1200 shall be prepared in sufficient quantity to permit the following distribution:

- a. A copy to consignee.

- b. A copy to the appropriate disbursing officer.
- c. Original and one copy to the originating carrier.
- d. Copy to the office of the shipper service.
- e. Copy to be attached to the consignor copy of the PPGBL.
- f. Copies to all other addresses shown in "Information copy to" (Block 15).
- g. Copy retained by the initiator of the SF 1200.

2. When the disbursing office or appropriation data changes the SF 1200 shall be prepared in sufficient quantity to permit the following distribution:

- a. Original to the initial disbursing office.
- b. Copy to the new disbursing office as amended.
- c. Two copies to the consignee.
- d. Copy to the office of the shipper service.
- e. Copy to origin carrier.
- f. Copy to be attached to the consignor copy of the PPGBL.

3. When any other alternations or corrections are made the SF 1200 shall be prepared in sufficient quantity to permit the same distribution as stated in paragraph F.1. above.

#### **H. WHO MAY ISSUE SF 1200**

1. Issuing Officer. In all cases where the issuing officer detects that an alteration or correction is required, the issuing officer shall initiate the SF 1200. This issuing officer shall also make distribution in accordance with paragraph F.

2. Consignee.

a. When the consignee considers it necessary to make alterations or corrections which have not been authorized by the issuing officer, the consignee will notify the issuing office by electrical means or in writing, unless it is obvious that immediate alterations or corrections are necessary to reflect the exact facts relating to the shipment. If a reply to this notification is not received within 30 days alterations or corrections will be made by the consignee.

b. When it is obvious that immediate alterations or corrections are necessary to reflect the exact facts relating to the shipment, the consignee will make the necessary alterations or corrections without the issuing officers authorization.

# U.S. GOVERNMENT BILL OF LADING — PRIVATELY OWNED PERSONAL PROPERTY

ORIGINAL **B/L NO.**

1. TRANSPORTATION COMPANY (S agent) TENDERED TO			2. SCAC		3. SERVICE CODE	4. SHIPMENT NO.	5. DATE B/L ISSUED
"SAMPLE"							
6. REQUESTED PACKING DATE	7. REQUESTED PICKUP DATE	8. REQUIRED DELIVERY DATE	9. <b>IMPORTANT</b> Regulations require Original, Shipping Order, and Freight Waybills (Original and Carrier's Copy) to be surrendered to carrier after signature and SF 1203B, Memorandum Copy, to be furnished to consignee (property owner).		10. PROPERTY OWNER'S NAME, SOCIAL SECURITY NO., RANK AND PAY GRADE		
13. EXTRA PICKUP/DELIVERY (Complete address)			11. AUTHORITY FOR SHIPMENT (Order No., Par. No., HQ)			12. DATE OF ORDER	
			14. DEPARTMENT/AGENCY		15. TRANSPORTATION CONTROL NO.		
16. Received by the transportation company named above, subject to conditions named on reverse hereof, the property hereinafter described, in apparent good order and condition (contents and value unknown), to be forwarded to destination by the said company and connecting lines, there to be delivered in like good order and condition to said consignee.				17. FULL NAME OF SHIPPER			
18. CONSIGNEE (Name and destination delivery address) (See block 13.)				19. FROM (Complete address of point of pickup) (See block 13.)			
20. RESPONSIBLE DESTINATION INSTALLATION/OFFICE			GBLOC		21. BILL CHARGES TO (Dept./Agcy., Bur./Off., and complete mailing address)		
22. VIA (Names of interlining carriers)			23. FOR CARRIER USE ONLY—WAYBILL/FREIGHT BILL NO.		24. APPROPRIATION CHARGEABLE		
25. REMARKS (If extra services are ordered, see ADMINISTRATIVE DIRECTION NO. 2 on reverse.)							

26. PACKAGES		27. DESCRIPTION OF SHIPMENT* (Specify)	28. WEIGHT †	FOR USE OF DESTINATION CARRIER ONLY		
NO.	KIND			SERVICES	29. RATE	30. CHARGES
			GROSS	LINE-HAUL TRANSPORTATION		
			TARE	PACKING/UNPACKING		
			NET	OTHER ACCESSORIAL SERVICES		
			† Incl. professional books, papers, and equipment weighing.	TOTAL		
31. TARIFF OR SPECIAL RATE AUTHORITIES						

\* Issued at lowest valuation cited in appropriate tender or tariff unless otherwise stated hereon.

**B/L NO.**

CERTIFICATE FOR RECEIPT OF SHIPMENT AND ORIGINAL BILL OF LADING			
33a. NAME OF TRANSPORTATION COMPANY		33b. DATE OF RECEIPT OF SHIPMENT	
33c. SIGNATURE OF AGENT/DRIVER		33d. PER	
34. FOR USE OF PAYING OFFICER (Does not affect carrier charges)			
UNAUTHORIZED ITEMS		EXCESS DISTANCE	
EXCESS VALUATION		EXCESS WEIGHT	
Other (Explain under remarks)			

CERTIFICATE OF CARRIER BILLING FOR CHARGES—CONSIGNEE MUST NOT PAY ANY CHARGES ON THIS SHIPMENT		
35a. ON (Date)	35b. AT (Actual delivery point)	35c. THE (Name of delivering carrier)

35d. DELIVERED THIS CONSIGNMENT TO	<input type="checkbox"/> STORAGE IN TRANSIT	<input type="checkbox"/> RESIDENCE	35e. COMPLETE AND IN APPARENT GOOD ORDER EXCEPT AS MAY BE INDICATED HEREAFTER	<input type="checkbox"/> SHORTAGE	<input type="checkbox"/> DAMAGE	<input type="checkbox"/> CARRIER OS&D REPORT ATTACHED
35f. NAME OF DESTINATION CARRIER (Carrier authorized to bill charges)				35g. SIGNATURE OF CARRIER'S AUTHORIZED AGENT		

"SAMPLE"

[Carrier to execute and attach Certificate of Storage and Liability for shipment placed in storage in transit.  
EXCEPTION TO SF1203 APPROVED BY GSA/IRMS 3/92.]

1203-106-02

STANDARD FORM 1203 (7-87)  
PRESCRIBED BY GSA, FPMR (41 CFR) 101-41.3

Figure 413-1. SF 1203, U.S. Government Bill of Lading

<p><b>TERMS AND CONDITIONS.</b> It is mutually agreed and understood between the United States and carriers, including forwarders, who are parties to this bill of lading that:</p> <p>This bill of lading is governed by the regulations relating thereto as published in Title 41, Part 101-41, of the Code of Federal Regulations.</p> <p>Except as provided in 41 CFR 101 or as otherwise stated hereon, this bill of lading is also subject to the same rules and conditions as govern commercial shipments made on the usual forms provided therefore by the carrier.</p>	<p>All parties to this bill of lading (carriers, agents, freight forwarders, and others) recognizing that this shipment is made under the auspices of the United States Government, agree to forgo any liens that may arise from any cause whatsoever and not to detain or impound this shipment for any reason.</p> <p>Carrier shall in no way demand prepayment of charges nor make any collection of charges at time of delivery.</p> <p>Interest shall accrue from the voucher payment date on overcharges made hereunder and shall be paid at the same rate in effect on that date as published by the Secretary of the Treasury pursuant to the Debt Collection Act of 1982.</p>
<p><b>PRIVACY ACT DATA (5 USC 552a).</b> This form serves as a procurement, accountability and payment form in the shipment of privately owned personal property for the account of the U.S.</p>	<p>Information thereon may be used to prepare related documents or collect excess costs. Disclosure of information is voluntary but its absence may preclude shipment of property.</p>
<p><b>GENERAL INSTRUCTIONS AND ADMINISTRATIVE DIRECTIONS.</b></p> <div style="display: flex; flex-wrap: wrap;"> <div style="flex: 1; min-width: 300px; padding-right: 10px;"> <p>1. Continuation sheets of the prescribed form should be used and attached hereto when space under "Description of Shipment" on the face of this bill of lading is inadequate.</p> <p>2. Where accessorial or special services, such as exclusive use of a car or truck, expedited service, protective service, reconsignment, etc., are ordered incident to the line-haul transportation, the bill of lading shall be endorsed to show the name of the carrier upon which the request was made and the kind and scope of the special services ordered. The endorsement may be placed on the face hereof under the "Description of Shipment" or under the "Remarks" if space is available, or in the space provided on this page for "Special Services Ordered," and shall be signed by or for the person who ordered the services. If such an endorsement is impractical, the same information may be set forth in a statement bearing the number of the covering bill of lading, which shall be signed by or for the person who ordered the services and, if possible, attached to the bill of lading. If the bill of lading is not available, the original and one copy of the statement shall be surrendered to the carrier from which the services were ordered, the original to be transmitted to the last line-haul carrier for presentation in connection with the bill for line-haul transportation charges. Where accessorial or special services are shown as ordered but were not furnished, the bill of lading shall be so annotated.</p> </div> <div style="flex: 1; min-width: 300px;"> <p>3. Shortage or damage reports shall be made on agency-designated forms, not on the bill of lading. Consignees shall observe the instructions on the reverse of the Consignee's Copy of the bill of lading.</p> <p>4. Instructions for billing charges on Standard Form 1113, Public Voucher for Transportation Charges, are found in GSA's Federal Property Management Regulations 101-41 (41 CFR) which may be purchased from Superintendent of Documents, U.S. Government Printing Office, Washington, DC 20402. SF 1113 may be purchased from the Superintendent of Documents or reproduced in accordance with 41 CFR 101-41.313-2.</p> <p>5. American-flag carriers must be used for U.S. Government-financed carriage of personal property (household goods, personal effects, or privately owned vehicles) as prescribed by 46 USC 1241 and for U.S. Government-financed movement of freight as prescribed by 49 USC 1517. Statement by authorizing official justifying use of foreign-flag carrier must accompany appropriate voucher. The air carrier or air freight forwarder must submit with each bill involving the use of a foreign-flag carrier, in whole or in part, a copy of the air waybill, manifest or other documentation showing the underlying air carriers used with justification statement for use of the foreign-flag carrier. See General Accounting Office standards in 4 CFR 52.2.</p> </div> </div>	
<p><b>SPECIAL SERVICES ORDERED</b></p>	

**Figure 413-1 (Cont').** Standard Form 1203, U.S. Government Bill of Lading

<b>GOVERNMENT BILL OF LADING CORRECTION NOTICE</b>		<b>DATE NOTICE PREPARED</b>
<b>1. GBL NUMBER</b>	<b>2. DATE GBL WAS ISSUED</b>	<b>3. TOTAL WEIGHT SHOWN ON GBL</b>
<b>4. ORIGIN</b> (As shown in "Origin" block on GBL.)		<b>5. DESTINATION</b> (As shown in "Destination" block on GBL.)
<b>6. ROUTE</b> (Complete routing shown on GBL.)		<b>7. ISSUING OFFICE</b> (As shown on GBL under "For Use of Issuing Office.")
<b>8. TO:</b> (Name and address of carrier/activity to which directed, including ZIP Code.)		<b>9. Complete items 9a, b, and c only when correction is made after transportation charges have been paid.</b> <b>a. D.O. VOUCHER NUMBER</b> <b>b. D.O. VOUCHER DATE</b> <b>c. D.O. SYMBOL</b>
<b>10. FROM:</b> (Full name and address of the activity initiating the notice, including ZIP Code.)		
<b>11. BILL OF LADING NOW READS</b> (Show the information as it reads prior to correction.)		<b>12. CORRECT BILL OF LADING TO READ</b> (Show how the corrected information should read.)
<b>13. AUTHORITY FOR CORRECTION</b> (Tariff and item numbers; classification and item number; or other authority for making the change.)		
<b>14. REMARKS</b> (Pertinent information not otherwise provided on the form. If more space is required, use reverse side of this form.)		
<b>15. INFORMATION COPY TO</b> (Name and address, including ZIP Code.)		<b>16. SIGNATURE AND TITLE OF INITIATING OFFICIAL</b>  <b>17. CARRIER REPRESENTATIVE'S SIGNATURE</b> (Require when notice is initiated by shipper and transportation charges are affected.)

Form designed using PerForm Pro software.

STANDARD FORM 1200 (8-82)  
Prescribed by GSA, FPMR (41 CFR) 101-41.3

**Figure 413-2.** SF1200, Government Bill of Lading Correction Notice.